



CRWI | MIS

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Innovation is the spark, digital transformation is the flame
Welcome to Digitally Transformed CRWI

What is MIS



management process through machine (computers)

system for collecting, storing, processing, organising and analysing data

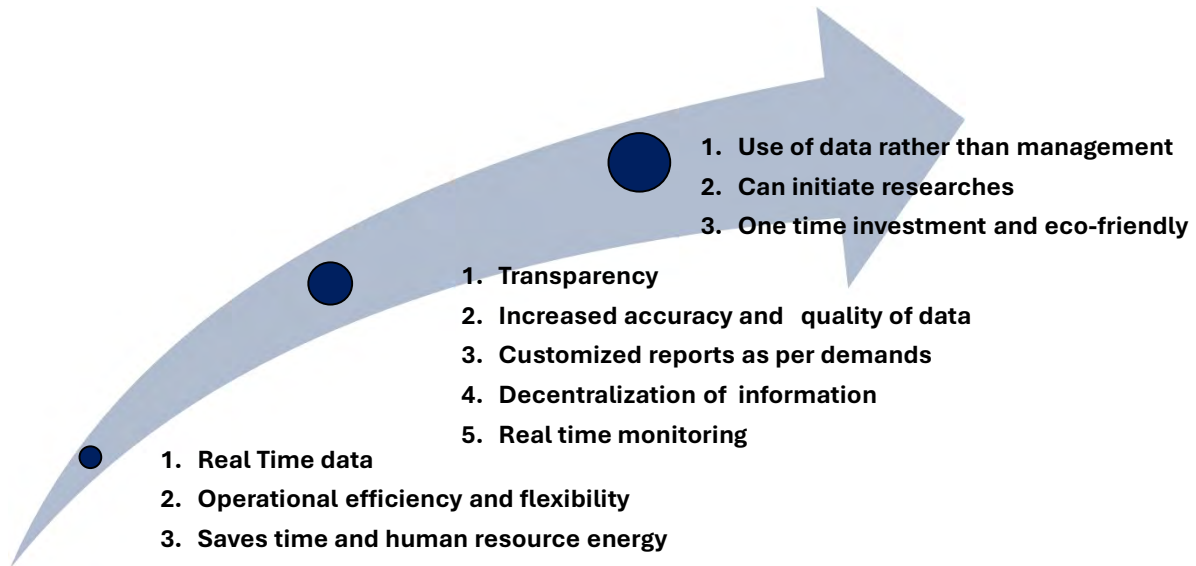
converting data into information into actionable intelligence (actions)

Why is MIS



- Information needed to make **Decisions**
- consolidate **Scattered Data**
- timely, accurate **Information**
- operational **Efficiency** and **Productivity**
- effective **Communication**
- improved **Service**

Advantages of Digitized MIS

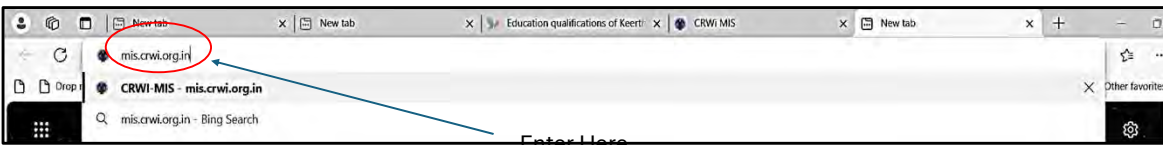


Why MIS at CRWI and for Religious Sisters



- effort **Collate** all basic information of Women Religious in India
- have **Data/ Information** that is **Dynamic/ Growing**
- data **Managed** and **Controlled** by users
- promote platform for **Sharing** and **Integrating** information
- coordinate tailormade **Support** and **Capacitation**
- evolve feeling of **Oneness**

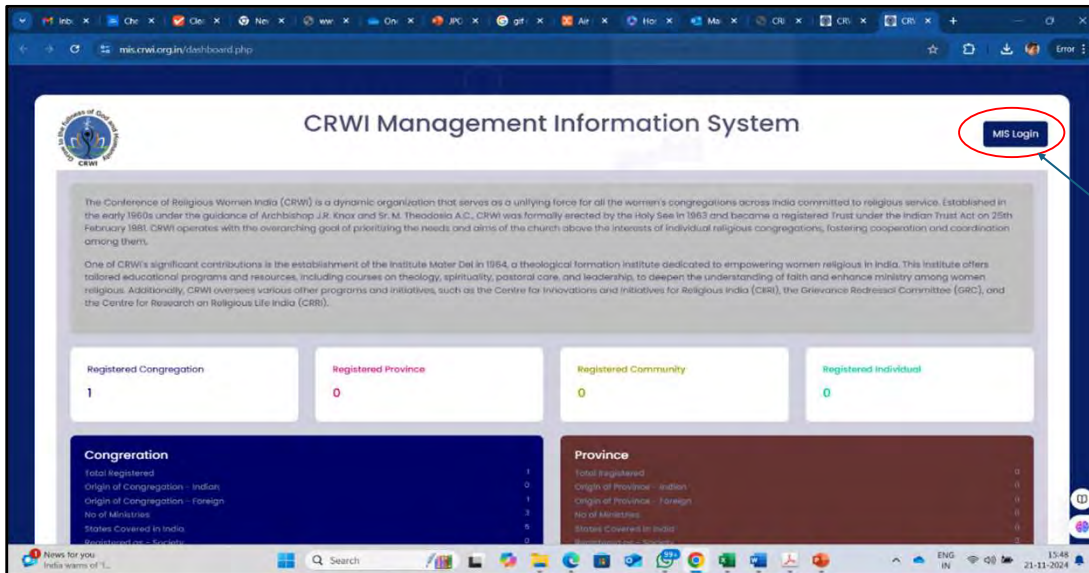
The MIS Design



`mis.crwi.org.in`

- In your browser i.e., EDGE, CHROME, MOZILLA, OPERA in the address bar type **`mis.crwi.org.in`** and then press enter bottom in your laptop

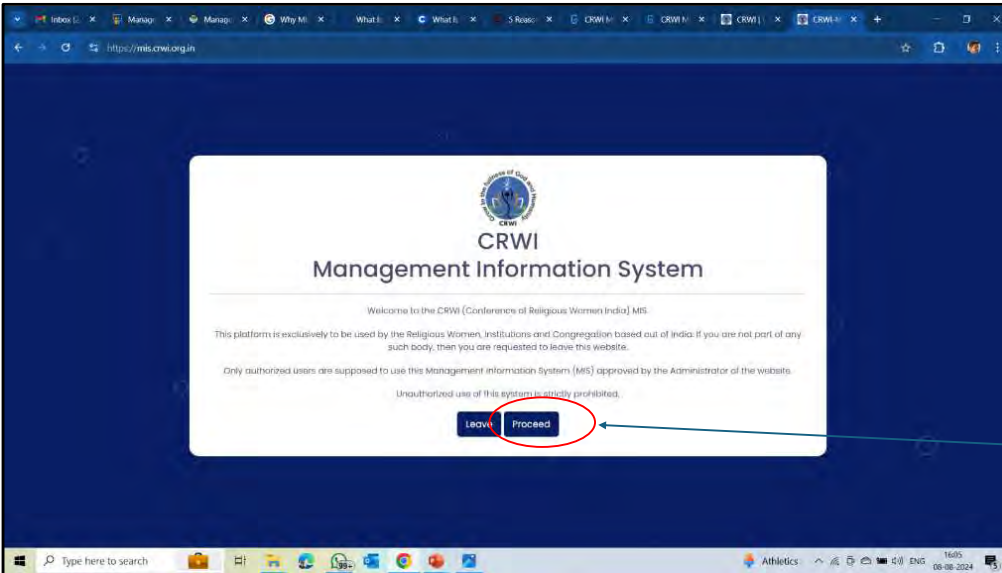
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Login

- This interface will appear
- **LOGIN** by clicking the Blue button
- This will navigate to the next page.
- Authorization / Warning / Restriction page will appear

The MIS Design



Women
Religious Click
here

- Authorization / Warning / Restriction page will ask you to Leave or Proceed
- If you happen to be Women Religious, you can proceed by clicking the **PROCEED** Button.
- This will navigate to next page

The MIS Design



CRWI
Management Information
System

CRWI Login

Login

Mobile Number / Email ID

Enter your mobile no.

Password

Sign In

CRWI ONLY

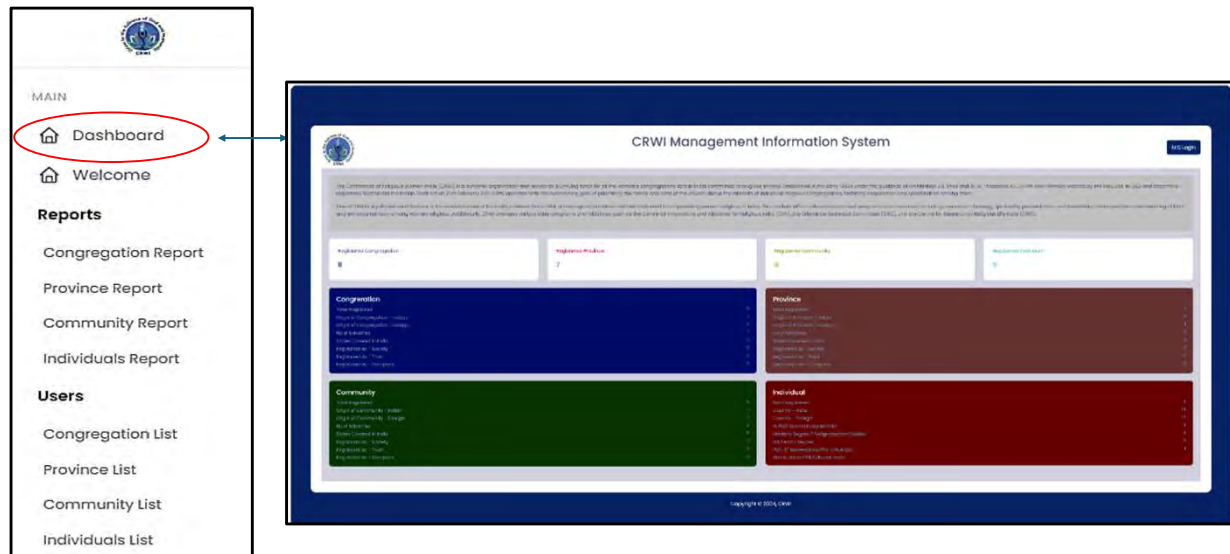
- This is for **CRWI ADMIN** only
- Click the **CRWI Icon** to enter the **CRWI Login** page.
- Enter your credentials (username and password).

The MIS Design



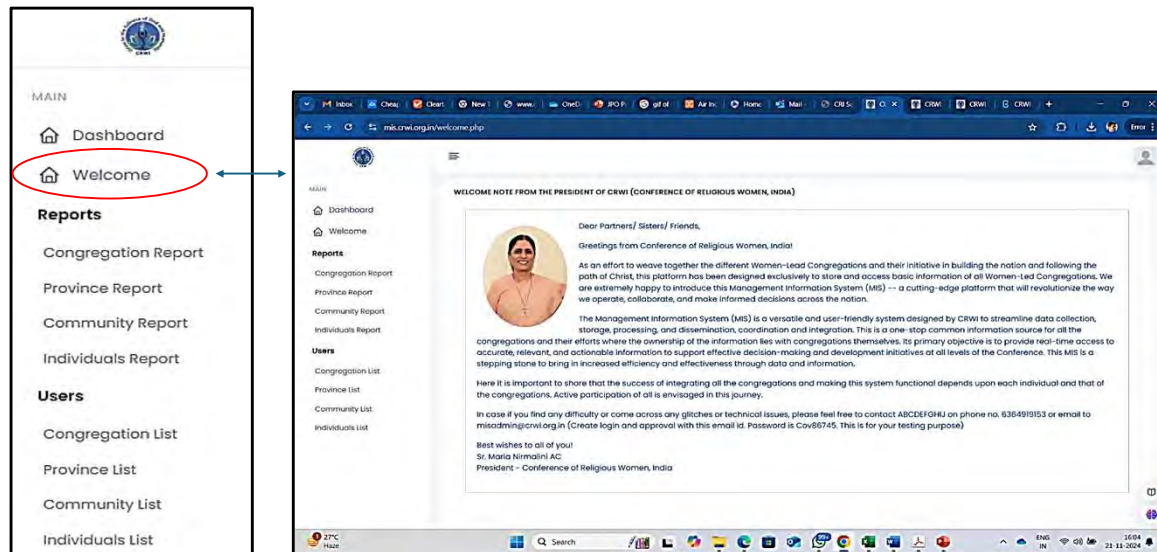
- The left side **MENU** will appear like this
- This is there for all users- **CRWI, CONGREGATION, PROVINCE, COMMUNITY AND INDIVIDUALS**

The MIS Design



- Click **DASHBOARD** to access the main summary page.

The MIS Design



- Click **WELCOME** to read the message from the CRWI President

The MIS Design



Congregation Report Summary

Search By Keyword: Search By Name, CSM, C... Search By Status: All Search Reset

GENERAL INFORMATION

FOUNDING HISTORY OF THE CONGREGATION

Nature of the Congregation	Active - 3	Contemporary - 0	Secular - 0
Origin of Congregation	Indian - 2	Foreign - 0	
Type of Congregation	Deceased - 2	Parish - 0	

GEOGRAPHY

Total Countries Present	7
Total Provinces of the Congregation	8
Total Regions of the Congregation	3
Total Delegations of the Congregation	4
Total Communities of the Congregation	261
Number of Provinces in India	10
Number Regions in India	7

Print Page

- Click **CONGREGATION REPORT**
- **Congregation Report:** Displays a summary of all congregations with filtering and print options.

The MIS Design



Province Report Summary

Search By Keyword: Search By Congregation: Search By Status: All Search Reset

GENERAL INFORMATION

Origin of Province	Indian - 2	Foreign - 0
--------------------	------------	-------------

GEOGRAPHY

Total Communities in the Province/ Region/ Delegation	1
Total Countries Present	1
Number of Communities in the Province	1
Number of States Covered in India	4

OPERATION AND SERVICES OF CONGREGATION GENERALATE

Type	No. of Institutions
Pre-Primary	1

print page

- Click **PROVINCE REPORT**
- **Province Report:** Displays a summary of all Provinces with filtering and print options.

The MIS Design



Community Report Summary

Search By Keyword: Search By Congregation: Search By Province: Search By Status:

Search By Name, CRWC: -- Select Congregation -- -- Select Province -- All Search Reset

GENERAL INFORMATION

Origin of Community	Indian - 1	Foreign - 0
---------------------	------------	-------------

GEOGRAPHY

Type of Community - Single Unit	0
Type of Community - Multiple Unit	1
Total Sub Communities/ Multiple Units	2
Number of States Covered in India	

OPERATION AND SERVICES OF CONGREGATION GENERALATE

Type	No. of Institutions	Beneficiaries (Number)
------	---------------------	------------------------

Print Page

- Click **COMMUNITY REPORT**
- **Community Report:** Displays a summary of all Communities with filtering and print options.

The MIS Design



Individuals Report Summary

Search By Keyword: Search By Congregation: Search By Province: Search By Community: Search By Status:

Search By Name: -- Select Congregation -- -- Select Province -- -- Select Community -- All Search Reset

Educational Journey

Education Qualification	
Matriculation/SSLC/Board exam	1
Pu/+2/ Intermediate/Pre-University	1
Bachelor's degree	1
Master's Degree / Postgraduation Studies	0
M.Phil/ Doctoral Degree/PhD	0

Professional Qualification

- Click **INDIVIDUAL REPORT**
- **Individual Report:** Displays a summary of all Individuals registered with filtering and print options.

The MIS Design



MAIN

- [Dashboard](#)
- [Welcome](#)
- Reports**
 - [Congregation Report](#)
 - [Province Report](#)
 - [Community Report](#)
 - [Individuals Report](#)
- Users**
 - [Congregation List](#)
 - [Province List](#)
 - [Community List](#)
 - [Individuals List](#)

Congregation List

[Download](#)

[Search By Keyword](#)

[Search By Status:](#)
All

[Search](#)
[Reset](#)

#	CBI Code	Congregation Full Name	Abbreviation	Congregation CRWI Code	Congregation Mobile No.	Status	Action
1.	wwwwwwwww	ppppppp	wwwwwwwww		999999999	Not Active	Edit Eye Deactivate
2.	5-000001	Augustinian Sisters	OSA	OSA-1	1000000000	De-Active	Edit Eye Deactivate
3.	5-000001	Advent of the Blood of Christ	ASG	ASG	9016833717	De-Active	Edit Eye Deactivate
4.	Wqewqeqe	othaweret	qeweqeweqe	Qeweqeweqw	0971720009	Active	Edit Eye Deactivate

When Login by CRWI

Congregation List

[Download](#)

[Search By Keyword](#)

[Search By Status:](#)
All

[Search](#)
[Reset](#)

#	CBI Code	Congregation Full Name	Abbreviation	Congregation CRWI Code	Congregation Mobile No.	Status	Action
1.	CRIST	CONFERENCE OF RELIGIOUS WOMEN RUSA TEST	CRIST	Corg-1	8334055038	Active	Edit
2.	5-000001	Sisters of the Holy Spirit	SHS	5-sh-1	9422395279	De-Active	
3.	5-000001	Apuravale Carmel Sisters	AC	AC-1	9560387500	Active	

[Previous](#)
[Next](#)

When Login by Congregation

- **USER TYPE LIST**
- **User Type Lists:** Displays the list of registered users, broken down by:
- **Congregation List:** CRWI admin can approve/activate or deactivate registered congregations. After approval, congregations can log in and enter their details.
- When a Congregation Logs in and need to do data entry, they can see all the Congregations registered but a **GREEN EYE ICON** will only be visible to that particular congregation. Thus, the congregation can edit their data and not of others
- This will be similar in Province level and Community Level

17

The MIS Design



Province List

Search By Keyword: Search By Congregation: Search By Status:

Search By Name, C -- Select Congregation -- All Search Reset

#	CRI Code	Congregation	Congregation CRWI Code	Province Full Name	Province CRWI Code	Province Mobile No.	Status	Action
1.	S-002.01	Apostolic Carmel Sisters - AC (S-002.01)	AC	Pukku	AC/P6	9090908091	Active	
2.	S-002.01	Apostolic Carmel Sisters - AC (S-002.01)	AC	66666666	AC/P5	0	De-Active	Not Re
3.	S-002.01	Apostolic Carmel Sisters - AC (S-002.01)	AC	ProIII	AC/P4	0	De-Active	Not Re

- **USER TYPE LIST**
- **User Type Lists:** Displays the list of registered users, broken down by:
- **Province List:** Congregation can approve/activate or deactivate registered provinces. After approval, Provinces can log in and enter their details.
- When a Province Logs in and need to do data entry, they can see all the Provinces registered but a **GREEN EYE ICON** will only be visible to that particular Province. Thus, the Province can edit their data and not of others

The MIS Design



MAIN

- Dashboard
- Welcome
- Reports
 - Congregation Report
 - Province Report
 - Community Report
 - Individuals Report
- Users
 - Congregation List
 - Province List
 - Community List**
 - Individuals List

Community List

Search By Keyword: Search By Congregation: -- Select Congregation -- Search By Province: -- Select Province -- Search By Status: All Search Reset

#	CRI Code	Congregation	Congregation CRWI Code	Province	Province CRWI Code	Community Name	Community CRWI Code
1.	S-002.01	Apostolic Carmel Sisters - AC (S-002.01)	AC	E	AC/P3	New Pro 2	AC/P3/C2
2.	S-002.01	Apostolic Carmel Sisters - AC (S-002.01)	AC	E	AC/P3	New Pro	AC/P3/C1
3.	S-002.01	Apostolic Carmel Sisters - AC (S-002.01)	AC	Province 1	AC/P1	PHHfHfHfHf	AC/P1/C3
4.	S-002.01	Apostolic Carmel Sisters - AC (S-002.01)	AC	Province 1	AC/P1	Aaaaaaaa	AC/P1/C2

otherregner-

- **USER TYPE LIST**
- **User Type Lists:** Displays the list of registered users, broken down by:
- **Community List:** Province can approve/activate or deactivate registered communities. After approval, communities can log in and enter their details.
- When a Community Logs in and need to do data entry, they can see all the Communities registered but a **GREEN EYE ICON** will only be visible to that particular Community. Thus, the Community can edit their data and not of others

The MIS Design



The screenshot displays the MIS Design interface. On the left is a navigation menu with the following items: MAIN, Dashboard, Welcome, Reports (Congregation Report, Province Report, Community Report, Individuals Report), Users (Congregation List, Province List, Community List, Individuals List). The 'Individuals List' item is circled in red. A blue arrow points from this item to the main content area. The main content area shows the 'Individuals List' page. It includes a search bar with filters: Search By Keyword, Search By Congregation, Search By Province, Search By Community, and Search By Status. Below the search bar is a table with the following columns: #, Transfer, CRI Code, Congregation, Congregation CRWI Code, Province, Province CRWI Code, Community, and Cor CR. The table contains three rows of data for 'Apostolic Carmel Sisters - AC (S-002.0)'.

#	Transfer	CRI Code	Congregation	Congregation CRWI Code	Province	Province CRWI Code	Community	Cor CR
1	-	S-002.01	Apostolic Carmel Sisters - AC (S-002.0)	AC	Apostolic Carmel Sisters	AC	Community 1	AC/i
2	-	S-002.01	Apostolic Carmel Sisters - AC (S-002.0)	AC	Apostolic Carmel Sisters	AC	New Pro 2	AC/i
3	-	S-002.01	Apostolic Carmel Sisters - AC (S-002.0)	AC	Apostolic Carmel Sisters	AC	New Pro 2	AC/i

- **USER TYPE LIST**
- **User Type Lists:** Displays the list of registered users, broken down by:
- **Individual List:** Communities can approve/activate or deactivate registered Individuals. After approval, Individuals can log in and enter their details.
- When an Individual Logs in and need to do data entry, they can see all the Individuals of the community registered, but a **GREEN EYE ICON** will only be visible to that particular Individual. Thus, the Individual can edit their data and not of others



CONGEGATION REGISTRATION AND LOGIN

The MIS Design (Congregation)



Visit the Web

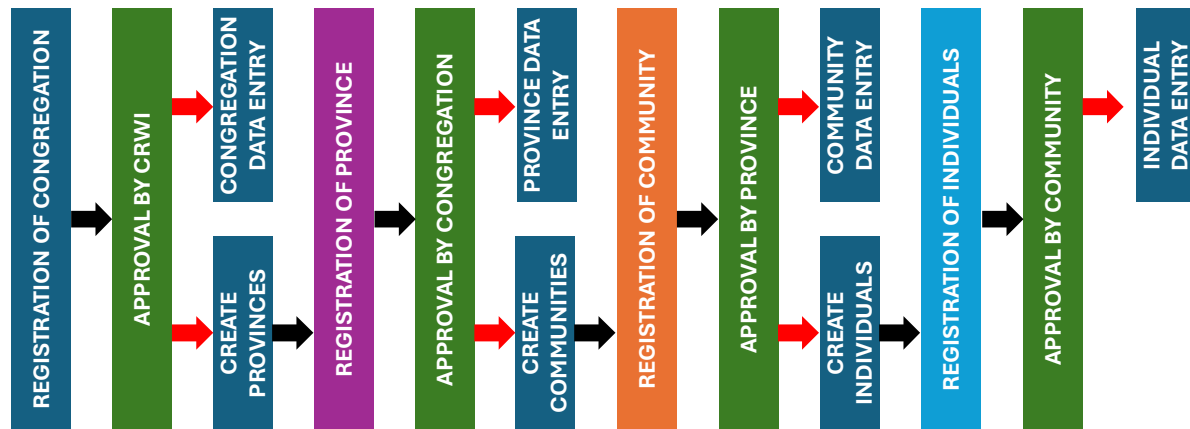


<https://mis.crwi.org.in/>

The MIS Design (Congregation)



Flow of Registration and Data Entry



- First every Congregation has to Register then only Provinces can Register, then Communities and then Finally the Individuals.
- CONGREGATION Names are pre fed in Database as currently in the CRI Directory. Congregations can Register. CRWI will approve it
- On Approval Congregations can Login and create their Provinces and simultaneously do their data entry
- Provinces can Register. CONGREGATION will approve it
- On Approval Provinces can Login and create their Communities and simultaneously do their data entry
- Communities can Register. PROVINCE will approve it
- On Approval Communities can Login and create their Individuals and simultaneously do their data entry
- Now Individual can Register and do their Individual Data Entry

The MIS Design (Congregation)



SUGGESTIONS AND ADVICE

- This system runs on unique Phone Number or Email ID
- Have a distinct Email id for Congregation, Province, Community and Individual. *Advised is create a distinct Email Id for Congregation, Province and Community if you do not have till now. Record it and keep it safe. Pass it on to the next person who comes in-charge of the Institution. Also create an Individual Id for individual if you do not have*
- Have a distinct Phone Number for Congregation, Province, Community and Individual. *Advised is have a distinct Phone Number for Congregation, Province and Community if you do not have it till now. Keep it safe. Pass it on to the next person who comes in-charge of the Institution. For Individual if you have it then Great. If yo do not but can have it, then go for it. If you cannot have it at all then use random 10 digit phone number (but should not have been used in the system by anyone, elsewhere. There will be limitations also. If tomorrow when the system runs the OTP system to intimate or use it for Login or Forgot Password, then the individual cannot use it)*
- Use a pattern in your data Entry. If you are using CAPs then use it everywhere and every time. For e.g. SR. ROSE then use the same pattern for next. SR. MOLLY and not Sr. Molly. Or if you are using Sr. Molly then use the same pattern for Sr. Rose. Similarly if you are creating Provinces, follow a pattern. When you write Eastern Province use the same for Western Province and not WESTERN PROVINCE or ABC Western Province (ABC is Congregation name. Not used while writing Eastern Province but used while Writing Western Province)
- When Creating Communities, Write the location after the community. For e.g. Little Angels School, Patna (Patna is the location) or if there are two communities in the same location write **Little Angels, Kurji, Patna** and **Little Angels Patliputra, Patna**

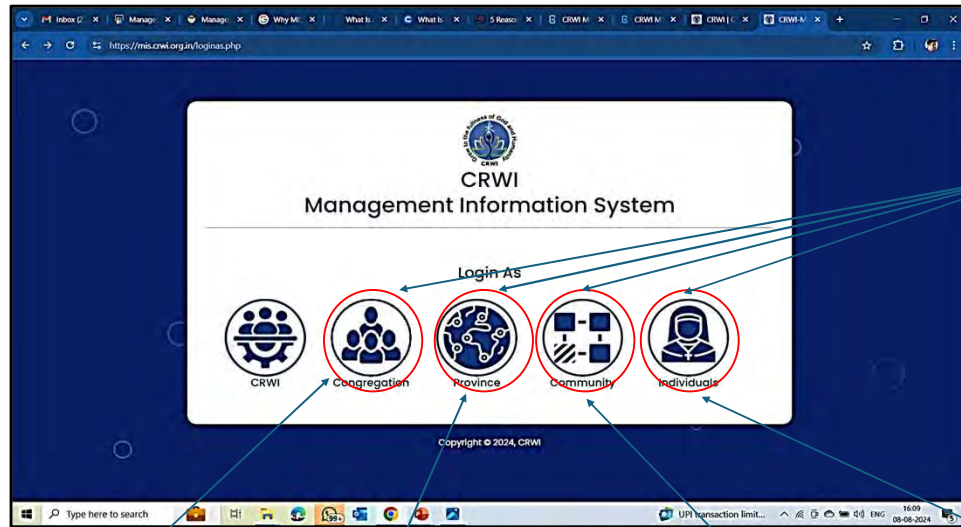
The MIS Design (Congregation)



SUGGESTIONS AND ADVICE

- Sometimes there is Browser Problem. You may be using Google Chrome and even after entry or saving, Data may not reflect. Change from Chrome to EDGE (Explorer) or Opera or any other browser and vice versa. Sometimes there is a problem of CACHE.
- Ensure that you **Activate** the **User** at the next level when Registration is done by them. Else they will not be able to proceed.
- Call you next higher level if you have done your registration and approval is not given

The MIS Design (Congregation)



Start from here

Congregation

Province

Community

Individual

- The system has 5 **modules: CRWI, CONGREGATION, PROVINCE, COMMUNITY AND INDIVIDUAL**
- Click on any of the 5 icons depending upon you level of data to be entered
- One has to start with the Registration of the **Congregation first**. Then only the provinces will be linked to Congregation, Communities to the provinces and finally, Individuals to the community
- This page will appear if you are visiting for the first time for **Registration or Login**
- So, to start with, one has to **REGISTER** the **CONGREGATION FIRST**.
- To start **CONGREGATION** registration, click the **CONGREGATION** icon
- This registration has to be done by a person **assigned, deputed, authorised from Generalate or representative in India**
- See the next page for **REGISTRATION** of **CONGREGATION**

The MIS Design (Congregation)



Register or Login

Click to
Register

Prefilled in Congregation names

- For First time users and for **REGISTRATION** this will appear
- **Prefilled** in Congregation names will appear as per the **CRI Code**. There is a possibility of mismatch. Proceed with Registration now but do send the actual Name with correct spelling to CRWI to make changes from the backend
- Automatically the **ABBREVIATION** and **CRI CODE** will be picked up. There is a possibility of mismatch. Proceed with Registration now but do send the actual Abbreviation and CRI Code with correct spelling to CRWI to make changes from the backend
- Enter your **INSTITUTIONAL EMAIL ID** and **INSTITUTIONAL PHONE NUMBER** that will be used to authenticate you (Use email ids and phone numbers which are official and will be used by new incumbents and will not change in the long run)
- Enter your desired **PASSWORD** and the same password in the **CONFIRM PASSWORD** Box.
- Click **Register**.
- A success message will appear, and CRWI admin will be notified via email to approve the registration.
- An **EMAIL** will be sent to CRWI of your Registration request
- **CRWI** will **Authenticate** this request and provide approval. The next page explains

the approval and rejection process. This will be done by CRWI only and for Congregation level request only. For Province, the same pattern will follow, and approval will be given by Congregation. For community, the Province will approve and for the Individuals the community has to do

The MIS Design (Congregation)



Approval or Rejection by CRWI

Congregation List Download

By Keyword: By Status:

#	CR I Code	Congregation Full Name	Abbreviation	Congregation CRWI Code	Congregation Mobile No.	Status	Action
1.	S-002.01	Apostolic Carmel Sisters	AC	AC-1	9960917301	Active	
2.	cccccccccc	aaaaaaaaa	bbbbbbbbb	B888888888-1	9971721055	Active	
3.	S-001.01	Adorers of the Blood of Christ	ASC	ASC-1	8377881790	De-Active	

View Details

Approve after Authentication

Edit

- Once the Approval is given by CRWI a **notification** will go the Congregation
- The Congregation can start filling their information thereafter.
 - The **same pattern** will follow for Provinces, Communities and Individuals. When a Congregation is registered and has created its provinces, the provinces can start their registration process. Once they start registering, on login by the Congregation they can see the request that have come in by the provinces. They can authenticate it and then approve or reject it. On Approval the Provinces can start their data entry.
 - When a Province is registered and has created its Communities, the Communities can start their registration process. Once they start registering, on login by the Provinces they can see the request that have come in by the Communities. They can authenticate it and then approve or reject it. On Approval the Communities can start their data Entry
 - When a Community is registered and has created its Individuals, the Individuals can start their registration process. Once they start registering, on login by the Communities they can see the request that have come in by the Individuals. They can authenticate it and then approve or reject it. On Approval the Individuals can start their data Entry
- When the CRWI **approves** the CONGREGATIONS, it will turn into Active from De-Active. See **label 1**

- Congregation who have registered but not approved, CRWI will see them as De-Active. See **label 2**

The MIS Design (Congregation)



- Once your Registration is approved by CRWI, CONGREGATION can Login
- Click the **LOGIN**
- **CONGREGATION** can login by clicking the Congregation Icon
- **USERNAME** i.e. the email id or the phone number used for registration will be asked. Fill it
- Enter your password used during Registration.
- Click **SIGN in** to proceed
- If you have forgotten the password. Click **FORGOT PASSWORD** as shown in next page.
- A mail will go to your registered mail id. You can change the password now

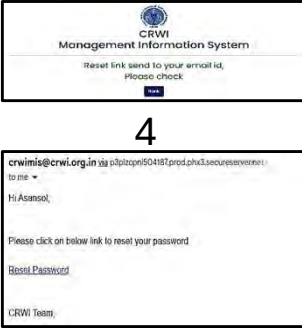
The MIS Design (Congregation)

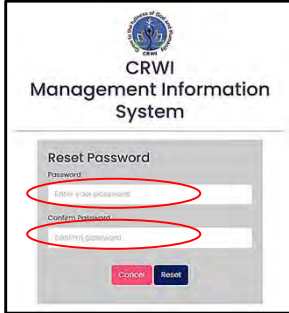


Forgot Password

1
2
3
5







Congregation List

By Keyword: By Status: All Search Reset

#	CRWI Code	Congregation Full Name	Abbreviation	Congregation CRWI Code	Congregation Mobile No.	Status	Action
1	5-002.01	Apostolic Carmel Sisters	AC	AC-1	9960987301	Active	

6

Reset from here

- If you forgot your password, then click FORGOT PASSWORD as shown in **picture 1**
- A menu as shown in **picture 2** will appear
- Enter your **EMAIL ID** used for registration.
- Then Click **RESET**
- Email will be sent to registered email id to change password. **See Picture 3**
- Mail received in registered mail id. **See Picture 4**
- Reset the password. Reconfirm the Password **See Picture 5**
- **IN CASE** the mail is not functioning, then call CRWI and ask them to **RESET**. **CRWI CAN RESET CONGREGATION PASSWORD**. See Pic 4
- If login email id or phone number is to be changed (can only change if there are no such email id or phone number in database), the CRWI can do for CONGREGATION. See the next page

The MIS Design (Congregation)



CRWI can Modify Congregation login and password

1

Update Details

Name
West Bengal

Email ID
jivansj@hotmail.com

Mobile No.
9334058692

New Password
Enter Password

Update Close

- As shown in **Pic 1**, CRWI can change the login details and passwords on request
- Once the change is done Update button is to be clicked and changes are to be intimated to Congregation

The MIS Design (Congregation)



View, Activate, Deactivate, Edit and Delete Entries

1



2

Province List

By Keyword: By Congregation: By Status: By Own: Search Reset

By Name, CRWI Code, MC -- Select Congregation -- All My Only

#	CRI Code	Congregation	Congregation CRWI Code	Province Full Name	Province CRWI Code	Province Mobile No.	Status	Action
1.	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)	cang-1	WEST BENGAL	Cong-1/P15	9334058692	Active	  
2.	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)	cang-1	Bihar Province	Cong-1/P14	9334058696	Active	  
3.	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)	cang-1	Siliguri Province	Cong-1/P13	0	De-Active	  
4.	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)	cang-1	Jalandar Province	Cong-1/P12	0	De-Active	  

3

4

- Now you have and **DELETE** button also displayed against each Province Created See Pic 1
- The use of Delete Button
 - This Delete button will be displayed against every Active or De-Active Province List
 - If any Province has been created by mistake or is a duplicate, and the province registers against and is also approved by Congregation, then duplicate or province created by mistake, it can be deleted Before **DELETING**, ensure that you are **DELETING A DUPLICATE OR WRONG PROVINCE CREATED** as because will be **ACTIVE** Province. See Label 3
 - If any Province has been created by mistake or is a duplicate and the Province is has yet not Registered and is in DE-ACTIVE State, then this duplicate or province created by mistake can be deleted See Label 4

The MIS Design (Congregation)



Login

Congregation

CRWI
Management Information
System

Congregation Login

Login Register

Mobile Number / Email ID

Password

Sign In

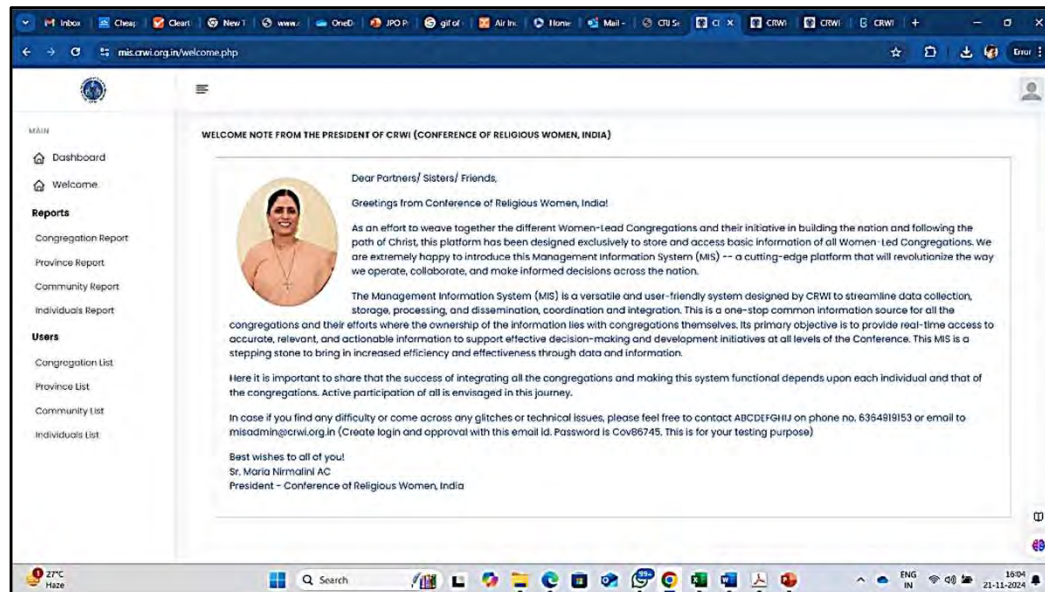
Forgot password?

Copyright © 2016, CRWI

Click Login

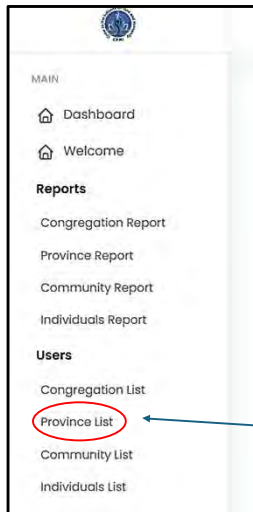
- Now Congregations can login
- Click the **LOGIN**
- **USERNAME** i.e. the email id or the phone number used for registration or changed by CRWI will be asked. Fill it
- Enter your password used during Registration.
- Click **SIGN** in to proceed

The MIS Design (Congregation)



- This **WELCOME NOTE** page will appear when you successfully login

The MIS Design (Congregation)



Create the Provinces/
Regions/ Delegations

- If your entering data of Congregation then first thing you should do is to **CREATE** the **PROVINCES/ REGIONS/ DELEGATIONS** under your Congregation so that Provinces also can start filling their data
- Once you Click **PROVINCE** LIST under **USERS** it display a page to create the Provinces for your Congregation

The MIS Design (Congregation)



Province List

Add Province **Download**

Search By Keyword **Search By Congregation:** **Search By Status:**

Search By Name, CRV CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST) All Search Reset

#	CRI Code	Congregation	Congregation CRWI Code	Province Full Name	Province CRWI Code	Province Mobile No.	Status	Action
1.	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)		Test Crom	/P4	0	De-Active	Not Registered
2.	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)		EAST	/P3	0	De-Active	Not Registered
3.	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)		NORTH	/P2	0	De-Active	Not Registered
4.	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)		Test	/P1	0	De-Active	Not Registered

Previous 1 Next

Create
Provinces
by clicking
here

- Click blue button **ADD PROVINCE** to Create the Province

The MIS Design (Congregation)



Province List

Search By Keyword: Search By Name, CRV

Search By Congregation: CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)

Search By Status: All

Search Reset

Province Name: Enter Province Name

Type: -- Select --

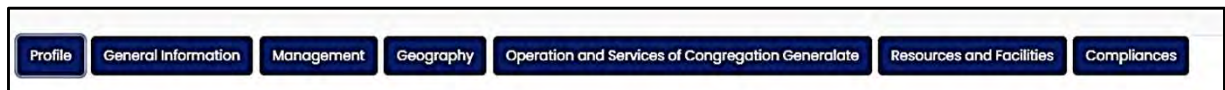
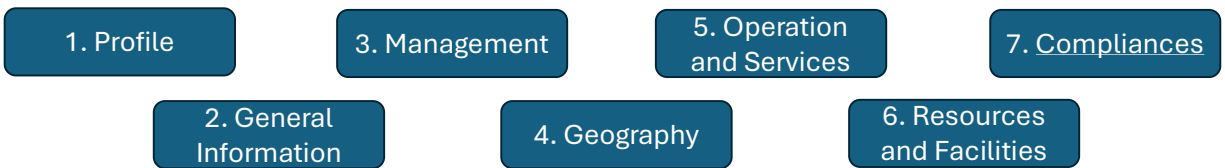
Create Province

Province List

#	CRI Code	Congregation	Congregation CRW Code	Province Full Name	Province CRW Code	Province Mobile No.	Status	Action
1	CRISST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)	cong-1	West Bengal	Cong-VH5	9334058692	Active	
2	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)	cong-1	Indian Province	Cong-VH4	9334058696	Active	

- Click blue button **ADD PROVINCE** to Create the Province **See Label 1**
- Enter the Province name Clearly and Accurately with proper spelling in the relevant box – **PROVINCE NAME. See Label 2**
- Select what it is. Whether Province or Region or Delegation by clicking the box under **TYPE. See Label 2**
- Then click the Blue Button **CREATE PROVINCE. See Label 4**
- The new name will appear in the province list **See Label 5**
- Now the Province/ Region/ Delegation is tagged with your Congregation. The Provinces can start Registration as because under your Congregation Province names will start displaying for their **REGISTRATION**. Similarly on Registration of Provinces and approval, they should create their **COMMUNITIES** in the same manner as because under your congregation and against specific province the communities will start appearing. This goes the same with Communities for allowing Individual registration

The MIS Design (Congregation)



Save Cancel ↑

Copyright © 2024, CRWL.

Always Click this button

- There are **SEVEN** tabs
- Each tab has **SPECIFIC SECTIONS.**
- These are explained further
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it
- At the end of the last tab i.e. COMPLIANCES there is a **SUBMIT** button. Click it submit the entire information to transfer in the SERVER

The MIS Design (Congregation)



	Contact No.: 9960917301	Congregation CRI Code: S-002.01
	Email ID: acaradhana@gmail.com	Congregation Name: Apostolic Carmel Sisters
	Website:	Congregation Abbreviation: AC
	Address:	Congregation CRWI Code: AC-1
	Role: Congregation	

Logo

Profile	General Information	Management	Geography	Operation and Services of Congregation Generalate	Resources and Facilities	Compliances
---------	---------------------	------------	-----------	---	--------------------------	-------------

Congregation Profile - Apostolic Carmel Sisters

Congregation Name	Apostolic Carmel Sisters
Congregation Official Mobile Number	9960917301
Congregation Official Email Id	acaradhana@gmail.com
Congregation Website	Website
Congregation Address	Address
Congregation Logo/ Emblem	Choose File No file chosen

Upload Logo

- This information will appear based on the registration done.
- The basic details will be capture from the registration page
- The actual logo will appear once the logo is uploaded in the profile section of the MIS
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



1. Profile

CONGREGATION PROFILE

- Congregation Name
- Congregation Official Mobile Number
- Congregation Official Email id
- Congregation Website
- Congregation Address
- Congregation Logo/ Emblem

DATA INPUT DONE BY

- Name
- Mobile Number
- Email id
- Designation/ Position
- Place

- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



1. Profile

Congregation Profile – Apostolic Carmel Sisters

Congregation Name	Apostolic Carmel Sisters
Congregation Official Mobile Number	9960917301
Congregation Official Email Id	ecarodhona@gmail.com
Congregation Website	Website
Congregation Address	Address
Congregation Logo/ Emblem	Choose File No file chosen

DATA INPUT DONE BY

Name	Dummy Text
Mobile Number	Enter your mobile no.
Email Id	dl_email
Designation/ Position	dl_designation
Place	dl_place

- Fill in the relevant information of the Generalate
- Information **circled in Red will be pre filled**, pulled from Registration
- Then input all the details of the person who is handling this MIS on behalf of the congregation and doing data input for record
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



2. General Information

GENERAL INFORMATION OF APOSTOLIC CARMEL SISTERS

- Abbreviation (if any)
- Congregation Code (Input Code as per CRI Directory)
- CRWI Code
- Year of Foundation/ Establishment
- Foundation Day (if any)

FOUNDING HISTORY OF THE CONGREGATION

- Nature of the Congregation
- Origin of Congregation
- Type of Congregation
- Main Charism of the Congregation
- Brief History of the Congregation Alignment
- Motto
- Vision
- Mission
- Main Charism of the Congregation
- Apostolic Works(Ministries)

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



2. General Information

GENERAL INFORMATION OF APOSTOLIC CARMEL SISTERS		
Abbreviation (if any)	AC	
Congregation Code (Input Code as per CRI Directory)	S-002.01	
CRWI Code	CRWID01-1	
Year of Foundation/ Establishment	2024	
Foundation Day (if any)	2024-10-08	
FOUNDING HISTORY OF THE CONGREGATION		
Nature of the Congregation	☒ Active ☐ Contemplative ☐ Secular	
Origin of Congregation	☒ Indian ☐ Foreign	
Type of Congregation	☒ Diocesan ☐ Pontifical	
Main Charism of the Congregation	Ssss	
Brief History of the Congregation Alignment	Started in France 101870 Then Moverd To India Mangalore.....	

- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



2. General Information

Apostolic Works (Ministries)

☐ ABC

☒ Education

☒ Health

☒ Social Work

Add More Apostolic Works

Add New Ministry

Add Apostolic Works

Apostolic Works

Enter Apostolic Works

Save

- By default, few Apostolic works are listed there. If the Apostolic work you have and is not displayed here, then you can **ADD NEW APOSTOLIC WORK** here by clicking the Green Buton **ADD MORE APOSTOLIC WORK**
- A **POP-UP** will appear. Enter Apostolic Work and Click the **SAVE** Button. The new Apostolic Work will be displayed in the list
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



2. General Information

LOCATION DETAILS OF CONGREGATION

- Country of Origin
- Is the Headquarters still in origin country
- Country
- State/ Province
- Complete Address of Generalate
- Pin Code

COMMUNICATION DETAILS OF CONGREGATION IN INDIA

- Official email id of Congregation Headquarter in India
- Official Phone Number of Congregation Headquarter in India
- Official Cell / Mobile Number of Congregation Headquarter in India
- Postal Address of Congregation Headquarter in India

SOCIAL HANDLES OF CONGREGATION

- Website of Congregation
- Facebook of Congregation
- Twitter of Congregation
- Instagram of Congregation
- YouTube of Congregation

FOUNDER/ FOUNDRESS LIST

PATRON/ PATRONESS OF THE CONGREGATION

- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



2. General Information

The screenshot displays the MIS Design (Congregation) interface. It features two main data entry sections: 'FOUNDER/ FOUNDESS LIST' and 'PATRON/ PATRONESS OF THE CONGREGATION LIST'. Each section contains a table with columns for ID, Name, and About. To the right of each table are buttons for 'Add New', 'Edit', and 'Delete'. A 'Founder Details' pop-up form is shown at the bottom left, with fields for 'Name of the Founder/ Foundress' and 'About the Founder Foundress', and 'Save' and 'Close' buttons. Arrows point from the 'Edit', 'Delete', and 'Add New' labels to their respective buttons in the interface.

- Under section **FOUNDER/ FOUNDESS** and **PATRON PATRONESS**, this grid will appear.
- When you click the green button, **A POP-UP** will appear. Fill the relevant details and save
- Input the relevant information and **Save**. List gets populate.
- If data input is done and without saving, if the **CLOSE** button is clicked then the data is not saved
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



3. Management

MANAGEMENT

- Superior General Name
- Term
- Since (Year) From To
- Email Id
- Phone
- Mobile

[Add More](#)[View](#)

HEAD OF THE CONGREGATION

- Name of the present Head of the Congregation
- Designation
- Year of Appointment of the Head of the Congregation
- Term of Office of the Head of the Congregation
- Official Email id of the Head of the Congregation
- Official Landline of the Head of the Congregation
- Official Cell / Mobile Number of the Head of the Congregation

NAME OF THE GENERAL COUNCILLORS & CONTACT NUMBERS/EMAIL

- Name
- Designation
- Contact No.
- Email Id

[Add Councilor](#)

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



3. Management

Management - Apostolic Carmel Sisters

ADD MORE

ADD MORE

#	Superior General	Term	Since (Year) From To	Email Id	Phone	Mobile
1.	Sr. Nirmalini	1st Term	2020	Abc@gmail.com		

View

Add New

- When you click **ADD MORE** button you can create new set of management when it changes and then you can input all relevant data of the new set
- When you click **VIEW**, you can see the relevant details of the management of that period
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



Management - Apostolic Carmel Sisters

HEAD OF THE CONGREGATION

Name of the present Head of the Congregation

Designation

Year of Appointment of the Head of the Congregation

Term of Office of the Head of the Congregation ☒ 1st Term ☐ 2nd Term ☐ 3rd Term ☐ 4th Term

Official Email id of the Head of the Congregation

Official Landline of the Head of the Congregation

Official Cell / Mobile Number of the Head of the Congregation

- When you click **ADD MORE** this opens
- You can fill the relevant information here.
- There are two buttons on the top. If you click the **yellow button** it will take you to the management section. If you click the **green button**, then the form becomes clean if you have not saved it
- After input, Click the **SAVE** button. The data gets stored.
- After clicking **VIEW** button against each Head (as in the previous template). The Councillor details can be inserted for that particular period
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



3. Management

Councillors Details [X]

Name
Enter Name

Designation
Enter Designation

Contact Number
Enter your mobile no.

Email id
Email id

Save **Close**

Add Councillor

Delete

Edit

1	Sr. Aradhana	Economer	9334058691	abc@gmail.com		
---	--------------	----------	------------	---------------	---	---

- After Clicking **VIEW BUTTON**, One can add set of Councillors for that period by clicking **ADD COUNCILLOR**.
- A pop-up box will appear. Input the relevant information and **Save**. List gets populated.
- If after data input is done, and without saving, if the close button is clicked then the data is not saved
- Against each councillor name there are two buttons the **pink button** is to **delete** the information of that councillor and **blue** on is to **edit** information of that particular councillor
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



4. Geography

GEOGRAPHY

- Provinces/ Regions/ Delegations/ Communities
- Total Countries Present
- Total Provinces of the Congregation
- Total Regions of the Congregation
- Total Delegations of the Congregation
- Total Communities of the Congregation
- Number of Provinces in India
- Number Regions in India
- Number Delegations in India
- Number of Communities in India

COVERAGE

- Number of States Covered in India
- Name of the States Covered in India

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



4. Geography

Geography - Apostolic Carmel Sisters

PROVINCES/ REGIONS/ DELEGATIONS/ COMMUNITIES

Total Countries Present	8
Total Provinces of the Congregation	6
Total Regions of the Congregation	0
Total Delegations of the Congregation	0
Total Communities of the Congregation	256
Number of Provinces in India	4
Number Regions in India	0
Number Delegations in India	0
Number of Communities in India	0

Scroll

COVERAGE

Number of States Covered in India	5
Name of the States Covered in India	☐ Andaman and Nicobar Islands ☒ Andhra Pradesh ☒ Arunachal Pradesh

Auto calculated

- Only **Integers** have to be inserted in the boxes provided
- You can directly put the figures or can arrive at the figure through the **scroll**
- In the coverage section, click the check boxes the states operational. Once the check boxes are clicked. The total states presence will be displayed (shown by Auto calculated)
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



5. Operation and Services

OPERATION AND SERVICES OF CONGREGATION GENERALATE

- Pre-Primary
- Primary
- Secondary School
- Secondary
- Higher Secondary
- Professional courses
- Teacher Training colleges/ Bed. College
- ITI/ Technical Institutions
- Vocational Courses/Job oriented skill Training
- Integrated Schools for differently abled children
- Degree College
- PG Degree College/ University
- Health Centers/ Clinic/ Poly Clinics/ Dispensary
- Mobile Clinics / Mobile Van
- Ambulance Service/ Hearse Van Service
- HIV/ AIDS Care and Support Centers

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



5. Operation and Services

OPERATION AND SERVICES OF CONGREGATION GENERALATE

- Geriatric and palliative Centers
- Nursing School/ College
- Medical College
- Home for Destitute
- Old Age Home
- Orphanage
- Creche/ Day Care Center
- Home for Differently Abled
- De-Addiction Center
- Night Shelter
- One Stop Center
- Day Care Home for Elderly and Widows
- Skilling Center
- Manufacturing Unit
- Night Shelter
- Hostels/ Boarding homes/ Working Women's Hostel

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



5. Operation and Services

OPERATION AND SERVICES OF CONGREGATION GENERALATE

- Residential Training Center
- Counselling Center
- Have Youth Development Programs/ Projects
- Have Socio Economic Welfare Programs/ Projects
- Have Women Empowerment Programs/ Projects
- Have Skilling Programs/ Projects
- Education Program specifically for SC/ ST
- Evangelization and pastoral care centers
- Youth retreats/ convention centers
- Prayer conventions/retreat/spirituality centers
- Counselling centers
- Family apostolate centers

- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



5. Operation and Services

Operation and Services of **Congregation Generalate** Apostolic Carmel Sisters

OPERATION AND SERVICES OF CONGREGATION GENERALATE

Type	No. of Institutions
Pre-Primary	0
Primary	0
Secondary School	0
Secondary	0

Have Youth Development Programs/ Projects ☐ Yes ☐ No

Have Socio Economic Welfare Programs/ Projects ☐ Yes ☐ No

Have Women Empowerment Programs/ Projects ☐ Yes ☐ No

Have Skilling Programs/ Projects ☐ Yes ☐ No

Scroll

Radio Button

- Section circled with red indicates that if filling for Congregation, then information related to **CONGREGATION GENERALATE ONLY** is to be input here only. No province related or community related information is to be filled here.
- Similarly when filling for Province level, the numbers related to **PROVINCIALATE** is to be filled only not that of different communities.
- Likewise, communities will fill their data only
- Only Integers have to be inserted in the boxes provided
- You can directly put the figure or can arrive at the figure through the scroll
- Some section in this page has **radio button** to choose 'Yes' or 'No'
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



6. Resources and Facilities

Resource & Facility

Human Resources in Congregation Generalate

- Total Women Religious at the Generalate/ Headquarters only in India
- 18 Years – 45 Years at Generalate only
- 46 Years - 60 Years at Generalate only
- 61 Years - 70 Years at Generalate only
- 71 Years - 80 Years at Generalate only
- 81 Years - 90 Years at Generalate only
- Above 90 Years at Generalate only0
- Total Women Religious in the Congregation in India including all provinces and communities in India
- Total Death of Religious Women at Generalate in the last 1 year

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



6. Resources and Facilities

CANDIDATES UNDER FORMATION

- Enrolment
- Dropout
- Aspirants
- Postulants
- Novices Year One
- Novices Year Two

TOTAL EMPLOYEES DIRECTLY ENGAGED IN GENERALATE ON PAYROLL (DOMESTIC STAFF, TEACHERS/ DRIVERS/ GARDENERS, ETC. IN INDIA OR ABROAD. DO NOT PUT ANYTHING THAT COMES UNDER PROVINCES.)

- Doctors
- Managers/ Project Staff
- Teachers
- Nurses
- Accountants
- Support Staff
- Others
- Total Staff on Payroll
- Total Staff on Ad hoc
- Total Caretakers

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



6. Resources and Facilities

BASIC INFRASTRUCTURE AND FACILITIES AT GENERALATE

- Has own building
- Water Facility
- Separate Kitchen Space
- Adequate Living Quarters
- Own Vehicle
- Chapel in the campus
- Church in the campus
- Facilities
- Separate Old Age Home/ Section for Elderly
- Palliative Care Unit
- Hospice
- Vehicle
- Ambulance
- Critical Medical Care Unit

The MIS Design (Congregation)



6. Resources and Facilities

FINANCIAL RESOURCES AT GENERALATE

- Total Income (Amount in INR)
- Total Expenditure (Amount in INR)

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



6. Resources and Facilities

Resources and Facilities – Apostolic Carmel Sisters

ADD MORE

ADD MORE

#	Year	
1.	2020	View
2.	2024	View

Resource & Facility – Apostolic Carmel Sisters

Save

Reset Form

Select Year *

2020

Human Resources in Congregation Generalate

Total Women Religious at the Generalate/
Headquarters only in India

0

18 Years – 45 Years at Generalate only

0

46 Years – 60 Years at Generalate only

0

61 Years – 70 Years at Generalate only

0

71 Years – 80 Years at Generalate only

0

- You can insert year wise data by clicking the **green Button – ADD MORE**
- To see all related information, year wise click **VIEW**
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



6. Resources and Facilities

Candidates under Formation	
Enrolment	0
Dropout	0
Aspirants	0
Postulants	0
Novices Year	0
Novices Year One	0

Total Employees directly engaged in Generalate on Payroll (Domestic staff, teachers/ drivers/ gardeners, etc. in India or Abroad. Do not put anything that comes under provinces.) (1+2+3+4+5+6)	
Doctors	0
Managers/ Project Staff	0
Teachers	0
Nurses	0

- Input corresponding data in respective fields
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



6. Resources and Facilities

Basic Infrastructure and Facilities at Generalate				
Has own building	☐ Yes	☐ No		
Water Facility	☐ Piped ☐ Other	☐ Tubewell/ Bore Well	☐ Well	☐ Pond
Separate Kitchen Space	☐ Yes	☐ No		
Adequate Living Quarters	☐ Yes	☐ Manageable	☐ No	
Own Vehicle	☐ Yes	☐ No		
Chapel in the campus	☐ Yes	☐ No		

Facilities	
Separate Old Age Home/ Section for Elderly	☐ Yes ☐ No
Palliative Care Unit	☐ Yes ☐ No
Hospice	☐ Yes ☐ No

Financial Resources at Generalate	
Total Income (Amount in INR)	0
Total Expenditure (Amount in INR)	0

- Input corresponding data in respective fields
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



7. Compliances

Registered as Society Trust Company (ONLY INFORMATION AND NO DOCUMENTS ARE REQUIRED)

- Organization Registration Certificate
- Organization MoU / Bye Laws
- Latest Governing Body Members List with Signature
- Last Meeting Date
- Last Governing Body Meeting Minutes
- Latest General Body Members List with Signature
- Last Meeting Date
- Last Annual General Body Meeting Minutes
- General Body Meeting Minutes where Board Members have changed
- FCRA Registration Renewal Certificate
- 12A Certificate
- 80G Certificate
- Registration of NGO/ Trust Darpan
- Darpan ID
- CSR (Corporate Social Responsibility) Registration

- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



7. Compliances

Registered as Society Trust Company (ONLY INFORMATION AND NO DOCUMENTS ARE REQUIRED)

- PAN card of the organization
- TAN Registration Certificate
- GSTN Certificate
- Form 10(BB) Year 1, Year 2, Year 3
- Audited Statement Year 1, Year 2, Year 3
- FCRA Balance sheet Year 1, Year 2, Year 3
- ITR Year 1, Year 2, Year 3
- FCRA Returns (Form FC4) Year 1, Year 2, Year 3
- Annual Report Year 1, Year 2, Year 3
- Submission to Registration (Society/ Trust/ Co,) Year 1, Year 2, Year 3
- FCRA
- Has separate FCRA for Province
- Receives Foreign Contribution directly
- Receives Foreign Contribution indirectly
- Has Funding support from Indian Donors
- Implements Social Development Projects

- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



7. Compliances

Policies (Applicable if implementing projects and have staff more than 1) (ONLY INFORMATION AND NO DOCUMENTS ARE REQUIRED)

- HR Manual
- Separate Code of Conduct for staff in office or during official work
- Separate Grievance Redressal Mechanism (GRM) For Workplace Harassment
- Gender policy if there are female staff
- Child Safeguarding Policy
- IT Policy and procedures
- Prevention of Sexual Harassment at Workplace (POSH) Policy
- Finance Manual
- Procurement Guidelines/ Manual
- Conflict of Interest Policy
- Policy on Anti-terrorism and money laundering
- Whistle Blower Policy
- HIV policy & provision
- Communication- Policy
- Anti-Bribery Policy
- Data Protection Policy (applicable If having staff or implementing projects where individual data is being collected and stored)

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



7. Compliances

Compliances at Congregation (Fill only of Generalate. Do not fill for Province or Community) - Apostolic Carmel Sisters

Identity and Compliances

Registered as

☐ Society

☐ Trust

☐ Company

Organization Registration Certificate

☐ Yes

☐ No

Organization MoU / Bye Laws

☐ Yes

☐ No

Latest Governing Body Members List with Signature

☐ Yes

☐ No

- Input corresponding data in respective fields
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



7. Compliances

Latest General Body Members List with Signature

☒ Yes
☐ No

Last Meeting Date

MM/DD/YY

Submit Cancel

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↑

Click to Submit

- Input corresponding data in respective fields
- In some points under Compliances, its asks for **DATE** too. Fill the data accordingly
- Under this tab there is a **SUBMIT** button. Click it submit the entire information to transfer to the SERVER
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Congregation)



Visit the Web



<https://mis.crwi.org.in/>



PROVINCE REGISTRATION AND LOGIN

The MIS Design (Province)



Visit the Web

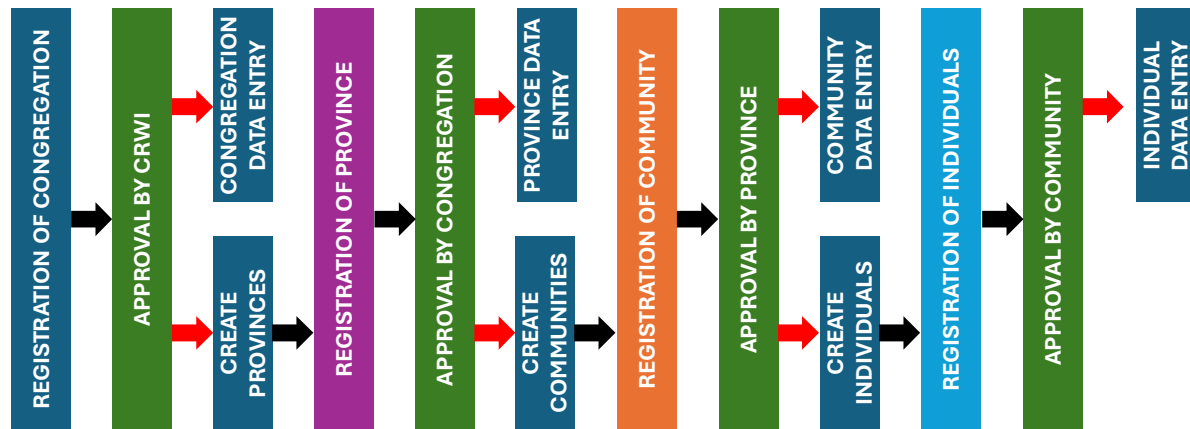


<https://mis.crwi.org.in/>

The MIS Design (Province)



Flow of Registration and Data Entry



- First every Congregation has to Register then only Provinces can Register, then Communities and then Finally the Individuals.
- CONGREGATION Names are pre fed in Database as currently in the CRI Directory. Congregations can Register. CRWI will approve it
- On Approval Congregations can Login and create their Provinces and simultaneously do their data entry
- Provinces can Register. CONGREGATION will approve it
- On Approval Provinces can Login and create their Communities and simultaneously do their data entry
- Communities can Register. PROVINCE will approve it
- On Approval Communities can Login and create their Individuals and simultaneously do their data entry
- Now Individual can Register and do their Individual Data Entry

The MIS Design (Province)



SUGGESTIONS AND ADVICE

- This system runs on unique Phone Number or Email ID
- Have a distinct Email id for Congregation, Province, Community and Individual. *Advised is create a distinct Email Id for Congregation, Province and Community if you do not have till now. Record it and keep it safe. Pass it on to the next person who comes in-charge of the Institution. Also create an Individual Id for individual if you do not have*
- Have a distinct Phone Number for Congregation, Province, Community and Individual. *Advised is have a distinct Phone Number for Congregation, Province and Community if you do not have it till now. Keep it safe. Pass it on to the next person who comes in-charge of the Institution. For Individual if you have it then Great. If yo do not but can have it, then go for it. If you cannot have it at all then use random 10 digit phone number (but should not have been used in the system by anyone, elsewhere. There will be limitations also. If tomorrow when the system runs the OTP system to intimate or use it for Login or Forgot Password, then the individual cannot use it)*
- Use a pattern in your data Entry. If you are using CAPs then use it everywhere and every time. For e.g. SR. ROSE then use the same pattern for next. SR. MOLLY and not Sr. Molly. Or if you are using Sr. Molly then use the same pattern for Sr. Rose. Similarly if you are creating Provinces, follow a pattern. When you write Eastern Province use the same for Western Province and not WESTERN PROVINCE or ABC Western Province (ABC is Congregation name. Not used while writing Eastern Province but used while Writing Western Province)
- When Creating Communities, Write the location after the community. For e.g. Little Angels School, Patna (Patna is the location) or if there are two communities in the same location write **Little Angels, Kurji, Patna** and **Little Angels Patliputra, Patna**

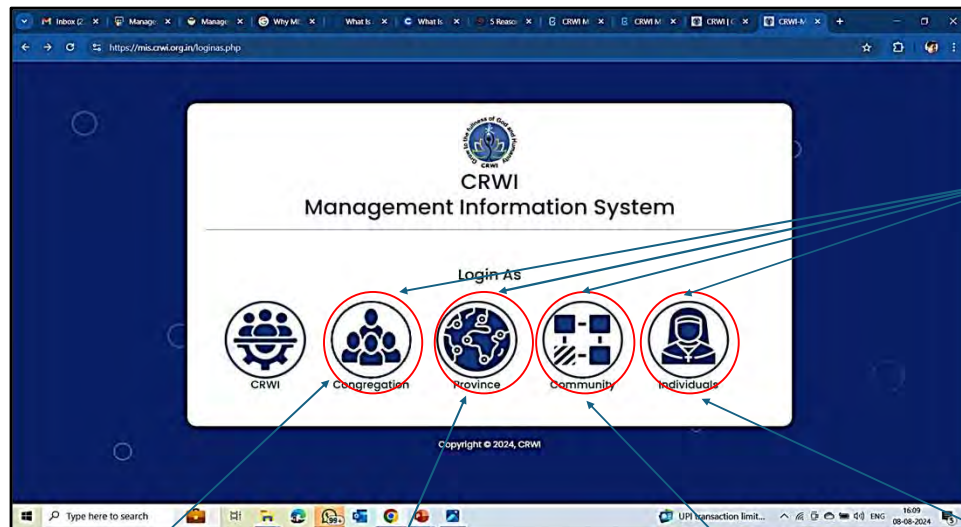
The MIS Design (Province)



SUGGESTIONS AND ADVICE

- Sometimes there is Browser Problem. You may be using Google Chrome and even after entry or saving, Data may not reflect. Change from Chrome to EDGE (Explorer) or Opera or any other browser and vice versa. Sometimes there is a problem of CACHE.
- Ensure that you **Activate** the **User** at the next level when Registration is done by them. Else they will not be able to proceed.
- Call you next higher level if you have done your registration and approval is not given

The MIS Design (Province)



Congregation

Province

Community

Individual

- The system has 5 **modules: CRWI, CONGREGATION, PROVINCE, COMMUNITY AND INDIVIDUAL**
- Click on any of the 5 icons depending upon you level of data to be entered
- One has to start with the Registration of the **Congregation first**. Then only the provinces will be linked to Congregation, Communities to the provinces and finally, Individuals to the community
- This page will appear if you are visiting for the first time for **Registration or Login**
- So, to start with, one has to **REGISTER** the **CONGREGATION FIRST**. Ask your Congregation to Register. If your Congregation has already registered, then ask them to create the Province/s. If they have created the **PROVINCES**, then the Provinces can start their registration
- To start PROVINCE registration, click the **PROVINCE** icon
- This registration has to be done by a person **assigned, deputed , authorised from Provincialate or representative in India**
- See the next page for **REGISTRATION** of **PROVINCE**

The MIS Design (Province)



Register or Login

Click to
Register
Prefilled in Congregation names
and Province Name

- For First time users and for **REGISTRATION** of **PROVINCE**, this will appear
- **Prefilled** in Congregation names and Provinces created by your congregation will appear as per the **CRI Code**. There is a possibility of mismatch in name or Code. Proceed with Registration now but do send the actual Name with correct spelling to CRWI/ Congregation to make changes from the backend.
 - In the case of Community Registration, Prefilled Community name will appear as created by you province.
 - Similarly for Individual Registration, prefilled Individual Name/s will appear as created by you community
- Automatically the **ABBREVIATION** and **CRI CODE** will be picked up. There is a possibility of mismatch. Proceed with Registration now but do send the actual Abbreviation and CRI Code with correct spelling to CRWI/ Congregation/ to make changes from the backend
- Enter your **DEDICATED PROVINCIAL EMAIL ID** and **DEDICATED PROVINCIAL PHONE NUMBER** used for Official Communication **[AVOID PERSONAL PHONE NUMBER OR PERSONAL EMAIL ID]** that will be used to authenticate you (Use email ids and phone numbers which are official and will be used by new incumbents and will not change in the long run)
 - In the Case of Community registration, Enter your **DEDICATED COMMUNITY EMAIL ID** and **DEDICATED COMMUNITY PHONE NUMBER** used for Official

Communication **[AVOID PERSONAL PHONE NUMBER OR PERSONAL EMAIL ID]** that will be used to authenticate you (Use email ids and phone numbers which are official and will be used by new incumbents and will not change in the long run)

- In the Case of Individual registration, enter your **PERSONAL EMAIL ID** and **PERSONAL COMMUNITY PHONE NUMBER** used for Communication

The MIS Design (Province)



Register or Login

Province Login

Log in Register

Select Congregation

CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRIT

Select Province

Silguri Province (cong-1/P13)

Full Name

Silguri Province

Mobile Number

Enter your mobile no.

Email ID

projecthead@crwi.org.in

Password

Confirm Password

Cancel Register

Click to Register
Prefilled in Congregation names
and Province Name

- Enter your desired **PASSWORD** and the same password in the **CONFIRM PASSWORD** Box.
- Click **Register**.
- A success message will appear, and **CONGREGATION** will be notified via email to approve the registration.
 - In the case of Community Registration, a success message will appear, and **PROVINCE** will be notified via email to approve the registration
 - In the case of Individual Registration, a success message will appear, and **COMMUNITY** will be notified via email to approve the registration
- An **EMAIL** will be also be sent to CRWI of your Registration request
- **CONGREGATION** will **Authenticate** this request and provide approval. The next page explains the approval and rejection process. This will be done by CRWI only and for Congregation level request only.
 - For **PROVINCE**, the same pattern will follow, and approval will be given by **CONGREGATION**.

- For **COMMUNITY**, the **PROVINCE** will approve
- For the **INDIVIDUALS** the **COMMUNITY** has to do it

The MIS Design (Province)



Approval or Rejection by Congregation for Province

Province List

By Keyword: By Name, CRWI Code, Mo. By Congregation: -- Select Congregation -- By Status: All By Own: My Only Search Reset

#	CRWI Code	Congregation	Congregation CRWI Code	Province Full Name	Province CRWI Code	Province Mobile No.	Status	Action
1.	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)	cong-1	West Bengal	Cong-1/P15	9234059892	Active	View Details
2.	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)	cong-1	Indian Province	Cong-1/P14	9234059898	Active	Edit Button
3.	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)	cong-1	Siliguri Province	Cong-1/P13	0	De-Active Not Registered	Approve after Authentication

- When the Province has filled in the Registration form and submitted, communicate with your congregation to approve it.
- The Congregations when they login to this MIS, and when they click Province List under Users, can see the request that have come in by the provinces. They can authenticate it and then approve or reject it. On Approval the Provinces can start their data entry.
- The Congregations on their login will see the picture shown here
- When the Congregations have approved their provinces, it will turn into Active from De-Active. See **label 1**
- Provinces who have not registered yet, their congregation will see them as De-Active. See **label 2**

The MIS Design (Province)



Login

Congregation

Province

Community

Individual

Click Login

- Once your Registration is approved by your immediate higher body, people can login
- Click the **LOGIN**
- **PROVINCES** can login by clicking the Province Icon
- **USERNAME** i.e. the email id or the phone number used for registration will be asked. Fill it
- Enter your password used during Registration.
- Click **SIGN in** to proceed
- If you have forgotten the password. Click **FORGOT PASSWORD** as shown in next page.
- A mail will go to your registered mail id. You can change the password now

The MIS Design (Province)



Forgot Password

1

2

3

5

4

6

Reset from here

- If you forgot your password, then click FORGOT PASSWORD as shown in **picture 1**
- A menu as shown in **picture 2** will appear
- Enter your **EMAIL ID** used for registration.
- Then Click **RESET**
- Email will be sent to registered email id to change password. **See Picture 3**
- Mail received in registered mail id. **See Picture 4**
- Reset the password. Re-Confirm the Password **See Picture 5**
- **IN CASE** the mail is not functioning, then call CONGREGATION and ask them to **RESET. CONGREGATION CAN RESET PROVINCE PASSWORD.** See Pic 4
- If login email id or phone number is to be changed (can only change if there are no such email id or phone number in database), then CONGREGATION can do for PROVINCE. See the next page

The MIS Design (Province)



Congregations can Modify Province login and password

1

Update Details

Name
West Bengal

Email ID
jivansj@hotmail.com

Mobile No.
9334058692

New Password
Enter Password

Update Close

- As shown in **Pic 1**, Congregations can change the login details and passwords on request
- Once the change is done Update button is to be clicked and changes are to be intimated to Province/s

The MIS Design (Province)



View, Activate, Deactivate, Edit and Delete Entries

1



2

Community List

Add Community Download

By Keyword: By Congregation: By Province: By Status: By Own: Search Reset

By Name, CRWI C -- Select Congregation -- -- Select Province -- All My Only

#	CR I Code	Congregation	Congregation CRWI Code	Province	Province CRWI Code	Community Name	Community CRWI Code	Community Mobile No.	Status	Action
1.	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)	cong-1	WEST BENGAL	cong-1/P15	Burdwan	Cong-1/P15/C2	0	De-Active	3
2.	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)	cong-1	WEST BENGAL	cong-1/P15	Asansol EASTZONE	Cong-1/P15/C1	9334058693	Active	4

- Now you have and **DELETE** button also displayed against each Community Created **See Pic 1**
- The use of Delete Button
 - This Delete button will be displayed against every Active or De-Active Community List
 - If any Community has been created by mistake or is a duplicate, and the province registers against and is also approved by Province, then duplicate or province created by mistake, it can be deleted. Before **DELETING**, ensure that you are **DELETING A DUPLICATE OR WRONG COMMUNITY CREATED** as because will be **ACTIVE** Community. **See Label 4**
 - If any Community has been created by mistake or is a duplicate and the Community has not Registered yet and is in DE-ACTIVE State, then this duplicate or Community created by mistake can be deleted **See Label 3**

The MIS Design (Province)



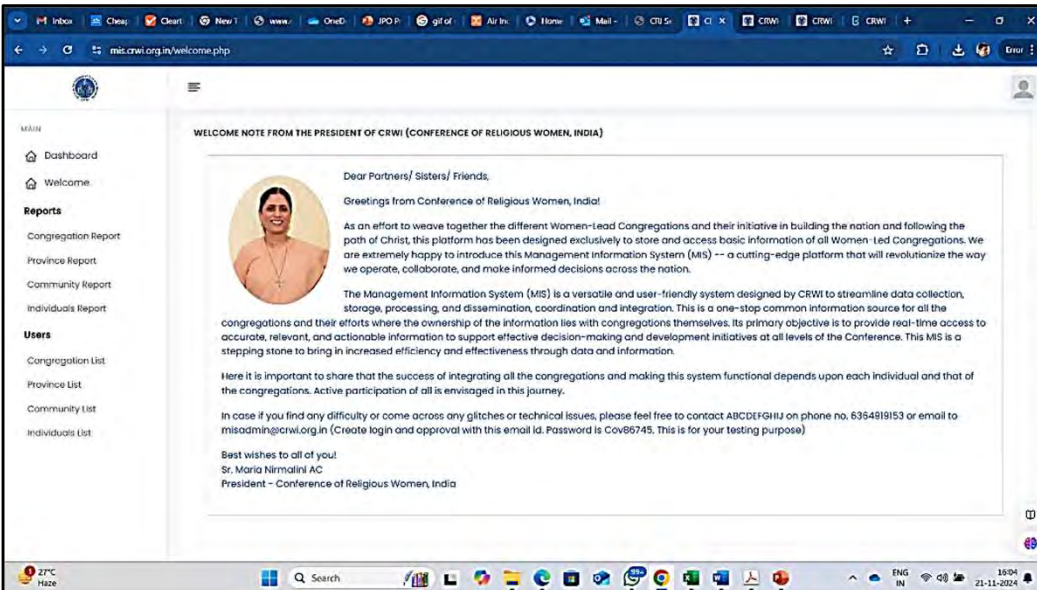
Login

Province

Click Login

- Now Provinces can login
- Click the **LOGIN**
- **USERNAME** i.e. the email id or the phone number used for registration or changed by Congregation will be asked. Fill it
- Enter your password used during Registration.
- Click **SIGN** in to proceed

The MIS Design (Province)



- This **WELCOME NOTE** page will appear when you successfully login from your credentials

The MIS Design (Province)



Creating Communities

1

2

3

Community List

By Keyword: By Name, CRWI Code
By Congregation: -- Select Congregation --
By Province: -- Select Province --
By Status: All
By Own: My Only
Search Reset

Community Name: Enter Community Name
Ministry Name: Enter Ministry Name
Create Community

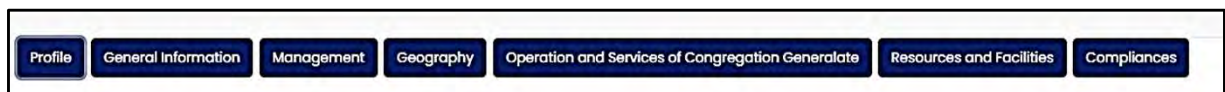
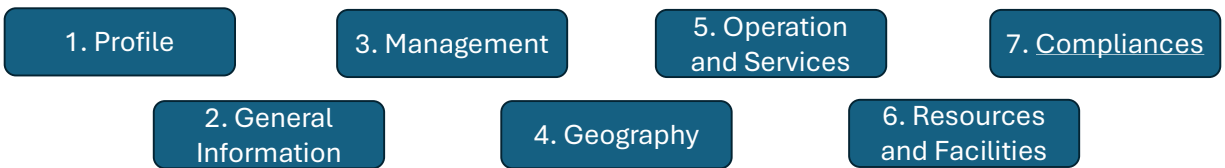
Community List

#	CRWI Code	Congregation	Congregation CRWI Code	Province	Province CRWI Code	Community Name	Community CRWI Code	Community Mobile No.	Status	Action
1	CRCT11	CONFERENCE OF RELIGIOUS WOMEN (ICRA-CONF) (JAKART)	cong-1	INDONESIA	cong-1 (IND)	Rundun	cong-1 (IND) 123	3	De-Active	Re-register

Create the Community

- If your entering data of **PROVINCE** after registration and approval and on successful login, then first thing you should do is to **CREATE** the **COMMUNITIES** under your PROVINCE so that the Communities also can start registering and filling their data
- Once you click **Community List** under **Users**, the following will open as shown in **Picture 2**. On the right side top there is blue button named **Add Community**. Click it to add community. When Add Community is clicked, a box to write the **community name** and **ministry name** opens. Write the Community Name properly and the Ministry. Click **Create Community**.
- As shown in **Picture 3**, the community names will start appearing. Add one by one all the communities.
- Ask your communities to Start the registration process as you did for Province

The MIS Design (Province)



Save Cancel ↑

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Always Click
this button

- There are **SEVEN** tabs
- Each tab has **SPECIFIC SECTIONS.**
- These are explained further
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it
- At the end of the last tab i.e. COMPLIANCES there is a **SUBMIT** button. Click it submit the entire information to transfer in the SERVER

The MIS Design (Province)



1
Name: West Bengal



Contact No.: 9334058692
Email ID: jivansj@hotmail.com
Website:
Address:
Role: Province

Congregation CRI Code: CRITEST
Congregation Name: CONFERENCE OF RELIGIOUS WOMEN INDIA TEST
Congregation Abbreviation: CRITEST
Congregation CRWI Code : cong-1
Province Full Name: West Bengal
Province CRWI Code: cong-1/P15

Logo
2

Profile

General Information

Management

Geography

Operation and Services of Congregation Generalate

Resources and Facilities

Compliances

- This This information will appear based on the registration done. **See Pic 1**
- The **Logo** of the Province will be the same that what is uploaded by Congregation
- On Province Login, Two Additional Information will be displayed that what is not in the Congregation Page. One is **Province Full Name** and the Other is **CRWI Province Code**
- The basic details are captured from the registration page
- The Tabs shown in Pic 2 are the different sections for information collection. Click the Tabs Accordingly.
- It is not necessary to fill the entire thing in one go or in a sequential manner. One can Start from anywhere.

The MIS Design (Province)



1. Profile

Province Profile

Province Name
Province Phone Number
Province Email id
Province Website
Province address

DATA INPUT DONE BY

Name
Phone Number
Email id
Designation
Place

Province Profile - West Bengal

Province Name	West Bengal
Province Phone Number	9334056592
Province Email id	gvwms@hotmail.com
Province Website	W00310
Province address	Address

DATA INPUT DONE BY

Name	Enter your full name
Phone Number	Enter your mobile no.
Email id	
Designation	
Place	

Save Cancel

- Fill in the relevant information of the Provincialate
- Information **circled in Red will be pre filled**, pulled from Registration
- Fill the other information
- Then input all the details of the person who is handling this MIS on behalf of the Province/ Region/ Delegation doing data input for administrative records
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



2. General Information

General Information of Province

- Year of Foundation/ Establishment/ Erection of Province/ Region/ Delegation
- Foundation Day Celebration (if any) of Province/ Region/ Delegation
- Origin of Province

History of Province

- Brief History of the Province
- Motto
- Vision
- Mission
- Apostolic Works(Ministries)

General Information – West Bengal

GENERAL INFORMATION OF WEST BENGAL

Year of Foundation/ Establishment/ Erection of Province/ Region/ Delegation

Foundation Day Celebration (if any) of Province/ Region/ Delegation Month: Day:

Origin of Province ☐ Indian ☐ Foreign

HISTORY OF PROVINCE

Brief History of the Province	Brief History of this Congregation
Motto	SACRED
Vision	Vision
Mission	Mission
Apostolic Works (Ministries)	

Save

Cancel

- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



2. General Information

Location Details of Provincialate / Regional House/ Delegation House

- Country of Origin
- **Communication Details of Province**
- Official email id of Province/ Region/ Delegation
- Official Phone Number of Province/ Region/ Delegation
- Official Cell / Mobile Number of Province / Region/ Delegation
- Postal Address of Province / Region/ Delegation
- Country
- State/ Province
- City/ District
- Address

LOCATION DETAILS OF PROVINCIALATE / REGIONAL HOUSE/ DELEGATION HOUSE	
Country of Origin	India
COMMUNICATION DETAILS OF PROVINCE	
Official email id of Province/ Region/ Delegation	Email
Official Phone Number of Province/ Region/ Delegation	
Official Cell / Mobile Number of Province / Region/ Delegation	
Postal Address of Province / Region/ Delegation	Postal Address
Country	Select Country
State/ Province	Select State
City/ District	Select City
Address	Address

Save

Cancel

- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



2. General Information

Address

Social Handles of Province

Website of Province

Facebook of Province

Twitter of Province

Instagram of Province

YouTube of Province

Save

SOCIAL HANDLES OF PROVINCE

Website of Province

Website

Facebook of Province

facebook

Twitter of Province

Twitter

Instagram of Province

Instagram

YouTube of Province

YouTube

Save

Cancel

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



3. Management

MANAGEMENT

- Name of Head of Province/ Region/ Delegation
- Designation
- Term
- Since (Year) From To
- Email Id
- Phone

[Add More](#)[View](#)

HEAD OF THE Province

- Name of the present Head of the Province
- Designation
- Year of Appointment of the Head of the Province
- Term of Office of the Head of the Province
- Official Email id of the Head of the Province
- Official Landline of the Head of the Province
- Official Cell / Mobile Number of the Head of the Province

NAME OF THE GENERAL COUNCILLORS & CONTACT NUMBERS/EMAIL

- Name
- Designation
- Contact No.
- Email Id

[Add Councilor](#)

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



3. Management

							ADD MORE
#	Head Of Province/ Region/ Delegation	Term	Since (Year) From To	Email Id	Phone	Mobile	
1.	Name	1st Term	2022				View

Add New

- When you click **ADD MORE** button you can create new set of management when it changes and then you can input all relevant data of the new set
- When you click **VIEW**, you can see the relevant details of the management of that period
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



3. Management

Management - West Bengal

HEAD OF PROVINCE / REGION/ DELEGATION

Back Reset Form

Name of the Head of Province/ Region/ Delegation

Designation of the Head of Province/ Region/ Delegation

Year of Appointment of the Head of Province/ Region/ Delegation

Term of Office of the Head of Province/ Region/ Delegation ☐ 1st Term ☐ 2nd Term ☐ 3rd Term ☐ 4th Term

Email id of the Head of Province/ Region/ Delegation

Phone of the Head of Province/ Region/ Delegation

Cell / Mobile Number of the Head of Province/ Region/ Delegation

Save Cancel

- When you click **ADD MORE** this opens
- You can fill the relevant information here.
- There are two buttons on the top. If you click the **yellow button** it will take you to the management section. If you click the **green button**, then the form becomes clean if you have not saved it
- After filling in all the relevant information, Click the **SAVE** button. The data gets stored.
- After clicking **VIEW** button against each Head (as in the previous template). The Councillor details can be inserted for that particular period
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



3. Management

Councillors Details [X]

Name
Enter Name

Designation
Enter Designation

Contact Number
Enter your mobile no.

Email Id
Email Id

Save **Close**

Add Councillor

Delete

Edit

1	Sr. Aradhana	Economer	9334058691	abc@gmail.com		
---	--------------	----------	------------	---------------	---	---

- After Clicking **VIEW BUTTON**, One can add set of Councillors for that period by clicking **ADD COUNCILLOR**.
- A pop-up box will appear. Input the relevant information and **Save**. List gets populated.
- If after data input is done, and without saving, if the close button is clicked then the data is not saved
- Against each councillor name there are two buttons the **pink button** is to **delete** the information of that councillor and **blue** on is to **edit** information of that particular councillor
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



4. Geography

Geography

Provinces

- Total Communities in the Province/ Region/ Delegation
- Total Countries present
- Number of Communities in the Province

Coverage

- Number of States Covered in India
- Name of the States Covered in India

Geography - West Bengal

PROVINCES

Total Communities in the Province/ Region/ Delegation

0

Total Countries present

0

Number of Communities in the Province

0

COVERAGE

Number of States Covered in India

0

Name of the States Covered in India

- ☐ Andaman & Nicobar Islands
- ☐ Andhra Pradesh
- ☐ Arunachal Pradesh
- ☐ Assam
- ☐ Bihar

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



5. Operation and Services

Operation and Services of Province

Services Engaged in by Province/ Region/ Delegation

- Pre-Primary
- Primary
- Secondary School
- Secondary
- Higher Secondary
- Professional courses
- Teacher Training colleges/ Bed. College
- ITI/ Technical Institutions
- Vocational Courses/Job oriented skill Training
- Integrated Schools for differently abled children
- Degree College
- PG Degree College/ University
- Health Centers/ Clinic/ Poly Clinics/ Dispensary
- Mobile Clinics / Mobile Van
- Ambulance Service/ Hearse Van Service
- HIV/ AIDS Care and Support Centers

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



5. Operation and Services

OPERATION AND SERVICES OF CONGREGATION GENERALATE

- Geriatric and palliative Centers
- Nursing School/ College
- Medical College
- Home for Destitute
- Old Age Home
- Orphanage
- Creche/ Day Care Center
- Home for Differently Abled
- De-Addiction Center
- Night Shelter
- One Stop Center
- Day Care Home for Elderly and Widows
- Skilling Center
- Manufacturing Unit
- Night Shelter
- Hostels/ Boarding homes/ Working Women's Hostel

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



5. Operation and Services

OPERATION AND SERVICES OF CONGREGATION GENERALATE

- Residential Training Center
- Counselling Center
- Have Youth Development Programs/ Projects
- Have Socio Economic Welfare Programs/ Projects
- Have Women Empowerment Programs/ Projects
- Have Skilling Programs/ Projects
- Education Program specifically for SC/ ST
- Evangelization and pastoral care centers
- Youth retreats/ convention centers
- Prayer conventions/retreat/spirituality centers
- Counselling centers
- Family apostolate centers

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



5. Operation and Services

Operation and Services of Province – West Bengal

SERVICES ENGAGED IN BY PROVINCE/ REGION/ DELEGATION

Type	No. of Institutions
Pre-Primary	
Primary	
Secondary School	
Secondary	
Higher Secondary	
Professional courses	

Have Youth Development Programs/ Projects ☐ Yes ☐ No

Have Socio Economic Welfare Programs/ Projects ☐ Yes ☐ No

Have Women Empowerment Programs/ Projects ☐ Yes ☐ No

Have Skilling Programs/ Projects ☐ Yes ☐ No

Scroll

Radio Button

- Section circled with red indicates that if filling for Province, then information related to **PROVINCIALATE ONLY** is to be input here only. No community related information is to be filled here.
- Likewise, communities will fill their data only
- Only Integers have to be inserted in the boxes provided
- You can directly put the figure or can arrive at the figure through the scroll
- Some section in this page has **radio button** to choose '**Yes**' or '**No**'
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



6. Resources and Facilities

Resource & Facility

Human Resources in Congregation Generalate

- Total Women Religious at the Generalate/ Headquarters only in India
- 18 Years – 45 Years at Generalate only
- 46 Years - 60 Years at Generalate only
- 61 Years - 70 Years at Generalate only
- 71 Years - 80 Years at Generalate only
- 81 Years - 90 Years at Generalate only
- Above 90 Years at Generalate only0
- Total Women Religious in the Congregation in India including all provinces and communities in India
- Total Death of Religious Women at Generalate in the last 1 year

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



6. Resources and Facilities

CANDIDATES UNDER FORMATION

- Enrolment
- Dropout
- Aspirants
- Postulants
- Novices Year One
- Novices Year Two

TOTAL EMPLOYEES DIRECTLY ENGAGED IN GENERALATE ON PAYROLL (DOMESTIC STAFF, TEACHERS/ DRIVERS/ GARDENERS, ETC. IN INDIA OR ABROAD. DO NOT PUT ANYTHING THAT COMES UNDER PROVINCES.)

- Doctors
- Managers/ Project Staff
- Teachers
- Nurses
- Accountants
- Support Staff
- Others
- Total Staff on Payroll
- Total Staff on Ad hoc
- Total Caretakers

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



6. Resources and Facilities

BASIC INFRASTRUCTURE AND FACILITIES AT GENERALATE

- Has own building
- Water Facility
- Separate Kitchen Space
- Adequate Living Quarters
- Own Vehicle
- Chapel in the campus
- Church in the campus
- Facilities
- Separate Old Age Home/ Section for Elderly
- Palliative Care Unit
- Hospice
- Vehicle
- Ambulance
- Critical Medical Care Unit

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



6. Resources and Facilities

FINANCIAL RESOURCES AT GENERALATE

- Total Income (Amount in INR)
- Total Expenditure (Amount in INR)

There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



6. Resources and Facilities

Resources and Facilities - West Bengal

ADD MORE

#

Year

No record found.

Resources and Facilities - West Bengal

ADD MORE

#

Year

1.

2023

View

2.

2022

View

- You can insert year wise data by clicking the **green Button – ADD MORE**
- Fill in the relevant Information. Fill Information only that of **PROVINCIALATE**. The data can be filled **YEAR WISE**
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it
- To see all related information, year wise click **VIEW** pertaining to that period

The MIS Design (Province)



6. Resources and Facilities

Resource & Facility - West Bengal

[← Back](#)[Reset Form](#)

Select Year *

2023

Human Resources in Provincialate/ Region House/ Delegation House

Total Women Religious at the Provincialate/ Region
Gouse/ Delegation House only in India

0

18 Years - 45 Years at Provincialate/ Region House/
Delegation House only

0

46 Years - 60 Years at Provincialate/ Region House/
Delegation House only

0

61 Years - 70 Years at Provincialate/ Region House/
Delegation House only

0

71 Years - 80 Years at Provincialate/ Region House/
Delegation House only

0

- Fill in the relevant Information. Fill Information only that of **PROVINCIALATE**. The data can be filled **YEAR WISE**
- If you
- Click the **GREEN BUTTON** the entire data will **ERASE** and **RESET** to blank for this page
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



6. Resources and Facilities



Candidates under Formation	
Enrolment	0
Dropout	0
Aspirants	0
Postulants	0
Novices Year	0
Novices Year One	0

Total Employees directly engaged in Generalate on Payroll (Domestic staff, teachers/ drivers/ gardeners, etc. in India or Abroad. Do not put anything that comes under provinces.)
(1+2+3+4+5+6)

Doctors	0
Managers/ Project Staff	0
Teachers	0
Nurses	0

- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



6. Resources and Facilities



Basic Infrastructure and Facilities at Generalate

Has own building	☐ Yes	☐ No		
Water Facility	☐ Piped ☐ Other	☐ Tubewell/ Bore Well	☐ Well	☐ Pond
Separate Kitchen Space	☐ Yes	☐ No		
Adequate Living Quarters	☐ Yes	☐ Manageable	☐ No	
Own Vehicle	☐ Yes	☐ No		
Chapel in the campus	☐ Yes	☐ No		

Facilities

Separate Old Age Home/ Section for Elderly	☐ Yes	☐ No
Palliative Care Unit	☐ Yes	☐ No
Hospice	☐ Yes	☐ No

Financial Resources at Generalate

Total Income (Amount in INR)	0
Total Expenditure (Amount in INR)	0

- Input corresponding data in respective fields

The MIS Design (Province)



7. Compliances



Registered as Society Trust Company (ONLY INFORMATION AND NO DOCUMENTS ARE REQUIRED)

- Organization Registration Certificate
- Organization MoU / Bye Laws
- Latest Governing Body Members List with Signature
- Last Meeting Date
- Last Governing Body Meeting Minutes
- Latest General Body Members List with Signature
- Last Meeting Date
- Last Annual General Body Meeting Minutes
- General Body Meeting Minutes where Board Members have changed
- FCRA Registration Renewal Certificate
- 12A Certificate
- 80G Certificate
- Registration of NGO/ Trust Darpan
- Darpan ID
- CSR (Corporate Social Responsibility) Registration

The MIS Design (Province)



7. Compliances



Registered as Society Trust Company (ONLY INFORMATION AND NO DOCUMENTS ARE REQUIRED)

- PAN card of the organization
- TAN Registration Certificate
- GSTN Certificate
- Form 10(BB) Year 1, Year 2, Year 3
- Audited Statement Year 1, Year 2, Year 3
- FCRA Balance sheet Year 1, Year 2, Year 3
- ITR Year 1, Year 2, Year 3
- FCRA Returns (Form FC4) Year 1, Year 2, Year 3
- Annual Report Year 1, Year 2, Year 3
- Submission to Registration (Society/ Trust/ Co,) Year 1, Year 2, Year 3
- FCRA
- Has separate FCRA for Province
- Receives Foreign Contribution directly
- Receives Foreign Contribution indirectly
- Has Funding support from Indian Donors
- Implements Social Development Projects

The MIS Design (Province)



7. Compliances



Policies (Applicable if implementing projects and have staff more than 1) (ONLY INFORMATION AND NO DOCUMENTS ARE REQUIRED)

- HR Manual
- Separate Code of Conduct for staff in office or during official work
- Separate Grievance Redressal Mechanism (GRM) For Workplace Harassment
- Gender policy if there are female staff
- Child Safeguarding Policy
- IT Policy and procedures
- Prevention of Sexual Harassment at Workplace (POSH) Policy
- Finance Manual
- Procurement Guidelines/ Manual
- Conflict of Interest Policy
- Policy on Anti-terrorism and money laundering
- Whistle Blower Policy
- HIV policy & provision
- Communication- Policy
- Anti-Bribery Policy
- Data Protection Policy (applicable If having staff or implementing projects where individual data is being collected and stored)

- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



7. Compliances



Compliances at Congregation (Fill only of Generalate. Do not fill for Province or Community) - Apostolic Carmel Sisters

Identity and Compliances

Registered as

☐ Society

☐ Trust

☐ Company

Organization Registration Certificate

☐ Yes

☐ No

Organization MoU / Bye Laws

☐ Yes

☐ No

Latest Governing Body Members List with Signature

☐ Yes

☐ No

- Input corresponding data in respective fields
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



7. Compliances



Latest General Body Members List with Signature

☒ Yes
☐ No

Last Meeting Date

MM/DD/YY

Submit Cancel

Copyright © 2024, CRWI.

↑

Click to Submit

- Input corresponding data in respective fields
- In some points under Compliances, its asks for **DATE** too. Fill the data accordingly
- Under this tab there is a **SUBMIT** button. Click it submit the entire information to transfer to the SERVER
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Province)



Visit the Web



<https://mis.crwi.org.in/>



COMMUNITY REGISTRATION AND LOGIN

The MIS Design (Community)



Visit the Web

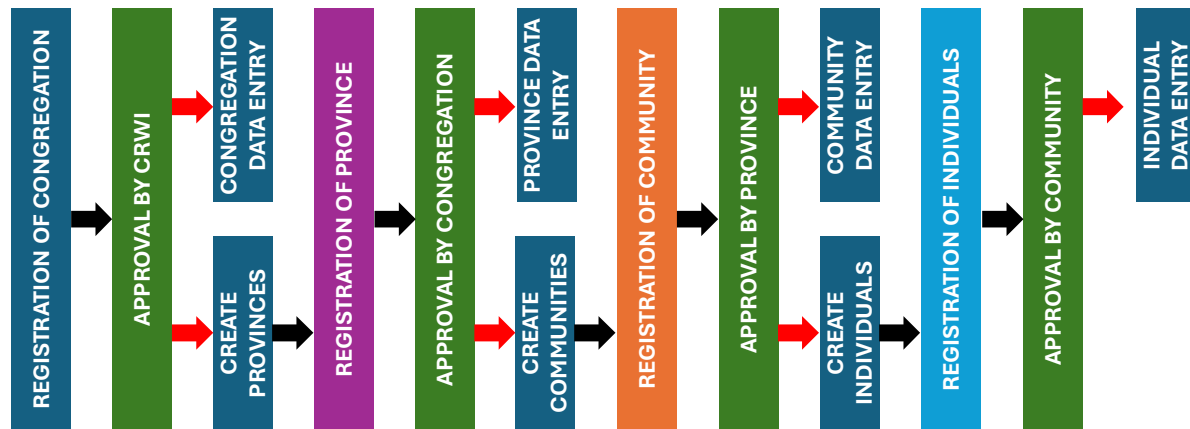


<https://mis.crwi.org.in/>

The MIS Design (Community)



Flow of Registration and Data Entry



- First every Congregation has to Register then only Provinces can Register, then Communities and then Finally the Individuals.
- CONGREGATION Names are pre fed in Database as currently in the CRI Directory. Congregations can Register. CRWI will approve it
- On Approval Congregations can Login and create their Provinces and simultaneously do their data entry
- Provinces can Register. CONGREGATION will approve it
- On Approval Provinces can Login and create their Communities and simultaneously do their data entry
- Communities can Register. PROVINCE will approve it
- On Approval Communities can Login and create their Individuals and simultaneously do their data entry
- Now Individual can Register and do their Individual Data Entry

The MIS Design (Community)



SUGGESTIONS AND ADVICE

- This system runs on unique Phone Number or Email ID
- Have a distinct Email id for Congregation, Province, Community and Individual. *Advised is create a distinct Email Id for Congregation, Province and Community if you do not have till now. Record it and keep it safe. Pass it on to the next person who comes in-charge of the Institution. Also create an Individual Id for individual if you do not have*
- Have a distinct Phone Number for Congregation, Province, Community and Individual. *Advised is have a distinct Phone Number for Congregation, Province and Community if you do not have it till now. Keep it safe. Pass it on to the next person who comes in-charge of the Institution. For Individual if you have it then Great. If yo do not but can have it, then go for it. If you cannot have it at all then use random 10 digit phone number (but should not have been used in the system by anyone, elsewhere. There will be limitations also. If tomorrow when the system runs the OTP system to intimate or use it for Login or Forgot Password, then the individual cannot use it)*
- Use a pattern in your data Entry. If you are using CAPs then use it everywhere and every time. For e.g. SR. ROSE then use the same pattern for next. SR. MOLLY and not Sr. Molly. Or if you are using Sr. Molly then use the same pattern for Sr. Rose. Similarly if you are creating Provinces, follow a pattern. When you write Eastern Province use the same for Western Province and not WESTERN PROVINCE or ABC Western Province (ABC is Congregation name. Not used while writing Eastern Province but used while Writing Western Province)
- When Creating Communities, Write the location after the community. For e.g. Little Angels School, Patna (Patna is the location) or if there are two communities in the same location write **Little Angels, Kurji, Patna** and **Little Angels Patliputra, Patna**

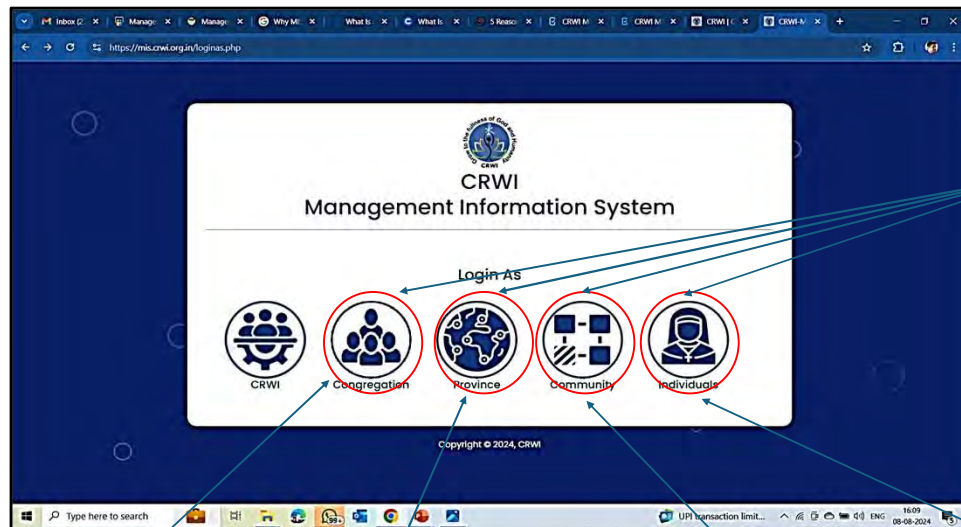
The MIS Design (Community)



SUGGESTIONS AND ADVICE

- Sometimes there is Browser Problem. You may be using Google Chrome and even after entry or saving, Data may not reflect. Change from Chrome to EDGE (Explorer) or Opera or any other browser and vice versa. Sometimes there is a problem of CACHE.
- Ensure that you **Activate** the **User** at the next level when Registration is done by them. Else they will not be able to proceed.
- Call you next higher level if you have done your registration and approval is not given

The MIS Design (Community)



Congregation

Province

Community

Individual

- The system has 5 **modules: CRWI, CONGREGATION, PROVINCE, COMMUNITY AND INDIVIDUAL**
- Click on any of the 5 icons depending upon you level of data to be entered
- One has to start with the Registration of the **Congregation first**. Then only the provinces will be linked to Congregation, Communities to the provinces and finally, Individuals to the community
- This page will appear if you are visiting for the first time for **Registration or Login**
- So, to start with, one has to **REGISTER** the **CONGREGATION FIRST**. Ask your Congregation to Register. If your Congregation has already registered, then ask them to create the Province/s. If they have created the **PROVINCES**, then the Provinces can start their registration
- Once the **PROVINCES** have registered they can create their **COMMUNITIES**.
- To start **COMMUNITY** registration, click the **COMMUNITY** icon
- This registration has to be done by a person **assigned, deputed, authorised from the COMMUNITY or representative in India**
- See the next page for **REGISTRATION of COMMUNITY**

The MIS Design (Community)



Register or Login

CRWI
Management Information
System

Community Login

Login: [Register](#)

Select Congregation
-- Select Congregation --

Select Province
-- Select Province --

Select Community
-- Select Community --

Full Name
[Full Name]

Mobile Number
[Mobile Number]

Email ID
projecthead@crwi.org.in

Password
[Password]

Confirm Password
[Confirm Password]

[Cancel](#) [Register](#)

Click to
Register
Prefilled in Congregation
names, Province name and
Community name

- Enter your desired **PASSWORD** and the same password in the **CONFIRM PASSWORD** Box.
- Click **Register**.
- A success message will appear, and **PROVINCE** will be notified via email to approve the registration.
 - In the case of Individual Registration, a success message will appear, and **COMMUNITY** will be notified via email to approve the registration
- An **EMAIL** will be also be sent to CRWI of your Registration request
- **PROVINCE** will **Authenticate** this request and provide approval. The next page explains the approval and rejection process..
 - For **COMMUNITY**, the **PROVINCE** will approve
 - For the **INDIVIDUALS** the **COMMUNITY** has to do it

The MIS Design (Community)



Register or Login

CRWI
Management Information
System

Community Login

Login: [Register](#)

Select Congregation
-- Select Congregation --

Select Province
-- Select Province --

Select Community
-- Select Community --

Full Name
[Full Name]

Mobile Number
[Mobile Number]

Email ID
projecthead@crwi.org.in

Password
[Password]

Confirm Password
[Confirm Password]

[Cancel](#) [Register](#)

Click to
Register
Prefilled in Congregation
names, Province name and
Community name

- Enter your desired **PASSWORD** and the same password in the **CONFIRM PASSWORD** Box.
- Click **Register**.
- A success message will appear, and **PROVINCE** will be notified via email to approve the registration.
 - In the case of Individual Registration, a success message will appear, and **COMMUNITY** will be notified via email to approve the registration
- An **EMAIL** will be also be sent to CRWI of your Registration request
- **PROVINCE** will **Authenticate** this request and provide approval. The next page explains the approval and rejection process..
 - For **COMMUNITY**, the **PROVINCE** will approve
 - For the **INDIVIDUALS** the **COMMUNITY** has to do it

The MIS Design (Community)



Approval or Rejection by Province for Community

Community List

By Keyword: By Congregation: By Province: By Status: By Own: Search Reset

By Province: -- Select Province --

#	CR Code	Congregation	Congregation CRWI Code	Province	Province CRWI Code	Community Name	Community CRWI Code	Community Mobile No.	Status	Action
1.	CR1E31	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST- CR1E31(CR1E31)	cong-1	West Bengal	cong-1/15	Burduwan	Cong-1/15/C2	0	De-Active	Not registered
2.	CR1E31	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST- CR1E31(CR1E31)	cong-1	West Bengal	cong-1/15	Aaronol	Cong-1/15/C1	8334258803	Active	

Previous 1 Next

View Details

Edit Button

Approve after Authentication

- When the Community has filled in the Registration form and submitted, communicate with your Province to approve it.
- The Provinces when they login to this MIS, and when they click Community List under Users, can see the request that have come in by the communities. They can authenticate it and then approve or reject it. On Approval the Communities can start their data entry.
- The Provinces on their login will see the picture shown here
- When the Provinces have approved their Communities, it will turn into Active from De-Active. See **label 1**
- Communities who have not registered yet, their Provinces will see them as De-Active. See **label 2**

The MIS Design (Community)



Login

Congregation

Province

Community

Individual

Click Login

- Once your Registration is approved by your immediate higher body, people can login
- Click the **LOGIN**
- **COMMUNITIESD** can login by clicking the Community Icon
- **USERNAME** i.e. the email id or the phone number used for registration will be asked. Fill it
- Enter your password used during Registration.
- Click **SIGN in** to proceed
- If you have forgotten the password. Click **FORGOT PASSWORD** as shown in next page.
- A mail will go to your registered mail id. You can change the password now

The MIS Design (Community)



Forgot Password



- If you forgot your password, then click FORGOT PASSWORD as shown in **picture 1**
- A menu as shown in **picture 2** will appear
- Enter your **EMAIL ID** used for registration.
- Then Click **RESET**
- Email will be sent to registered email id to change password. **See Picture 3**
- Mail received in registered mail id. **See Picture 4**
- Reset the password. Re-Confirm the Password **See Picture 5**
- **IN CASE** the mail is not functioning, then call PROVINCE and ask them to **RESET**. **PROVINCE CAN RESET COMMUNITY PASSWORD**. See Pic 4
- If login email id or phone number is to be changed (can only change if there are no such email id or phone number in database), then PROVINCE can do for COMMUNITY. See the next page

The MIS Design (Community)



Provinces can Modify Community login and password

1

Update Details

Name
West Bengal

Email ID
jivansj@hotmail.com

Mobile No.
9334058692

New Password
Enter Password

Update Close

- As shown in **Pic 1**, Provinces can change the login details and passwords on request
- Once the change is done Update button is to be clicked and changes are to be intimated to Community/s

The MIS Design (Community)



View, Activate, Deactivate, Edit and Delete Entries

1



2

Individuals List

Add Individuals Download

By Keyword: By Name, CRWI Code
By Congregation: -- Select Congregation --
By Province: -- Select Province --
By Community: -- Select Community --
By Status: All
By Own: My Only
Search Reset

New record add successfully with code: cong-1/P15/C1/3

#	Transfer	CRW Code	Congregation	Congregation CRWI Code	Province	Province CRWI Code	Community	Community CRWI Code	Individual Name	Individual CRWI Code	Individual Mobile No.	Status	Action
1	-	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST (CRITEST)	cong-1	WEST BENGAL	cong-1/P15	Asansol EASTZONE	cong-1/P15/C1	St. Rengitha	Cong-1/P15/C1/3	0	De-Active	
2	-	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST (CRITEST)	cong-1	WEST BENGAL	cong-1/P15	Asansol EASTZONE	cong-1/P15/C1	JOMI	Cong-1/P15/C1/2	9334058695	De-Active	  
3	-	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST (CRITEST)	cong-1	WEST BENGAL	cong-1/P15	Asansol EASTZONE	cong-1/P15/C1	JULIUS PASCAL OSTA	Cong-1/P15/C1/1	9334058694	Active	  

3

4

- Now you have and **DELETE** button also displayed against each Individual Created **See Pic 1**
- The use of Delete Button
 - This Delete button will be displayed against every Active or De-Active Individual List
 - If any Individual has been created by mistake or is a duplicate, and the Individual registers against and is also approved by Community, then duplicate or province created by mistake, it can be deleted. Before **DELETING**, ensure that you are **DELETING A DUPLICATE OR WRONG INDIVIDUAL CREATED** as because will be **ACTIVE** Individual. **See Label 4**
 - If any Individual has been created by mistake or is a duplicate and the Individual has not Registered yet and is in DE-ACTIVE State, then this duplicate or Individual created by mistake can be deleted **See Label 3**

The MIS Design (Community)



Login

Community

CRWI
Management Information
System

Community Login

Login Register

Username Number / Email ID

Password

Sign In

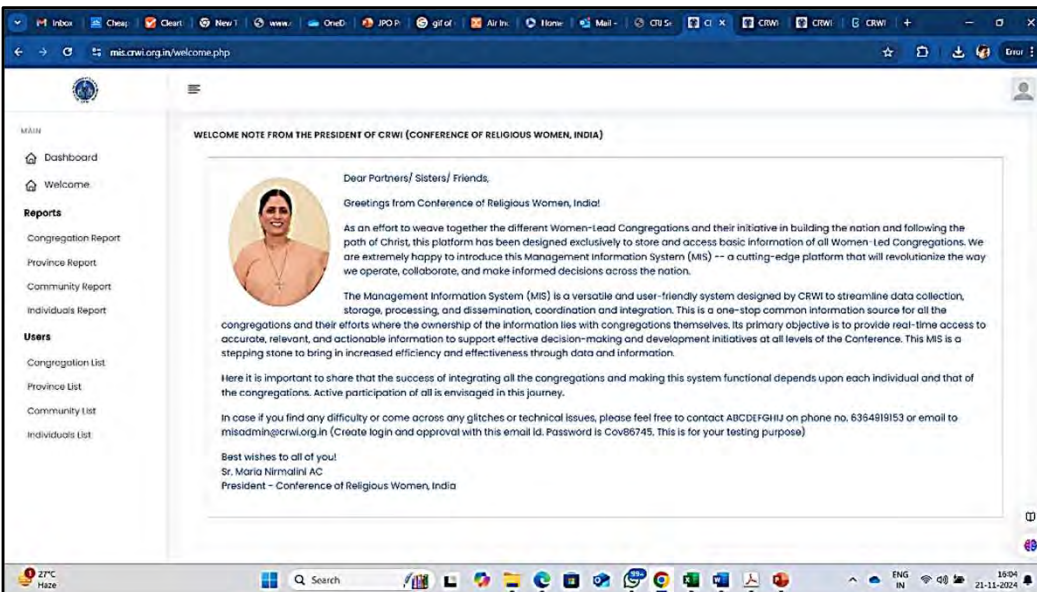
Forgot password?

Copyright © 2016, CRWI

Click Login

- Now Community can login
- Click the **LOGIN**
- **USERNAME** i.e. the email id or the phone number used for registration or changed by Province will be asked. Fill it
- Enter your password used during Registration.
- Click **SIGN** in to proceed

The MIS Design (Community)



- This **WELCOME NOTE** page will appear when you successfully login from your credentials

The MIS Design (Community)



Creating Individuals

1

2

3

Create Individuals

- If your entering data of **COMMUNITY** after registration and approval and on successful login, then first thing you should do is to **CREATE** the **INDIVIDUAL** under your **COMMUNITY** so that the Individuals also can start registering and filling their data
- Once you click **Individual List** under **Users**, the following will open as shown in **Picture 2**. On the right side top there is blue button named **Add Individual**. Click it to add Individual. When Add Individual is clicked, a box to write the **Individual name** and **Designation** opens. Write the Individual Name properly and the Designation. Click **Create Individual**.
- As shown in **Picture 3**, the Individual names will start appearing. Add one by one all the Individuals in the Community.
- Ask your Individuals to Start the registration process as you did for Community
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Community)



Creating Individuals

1

2

View Individuals Request

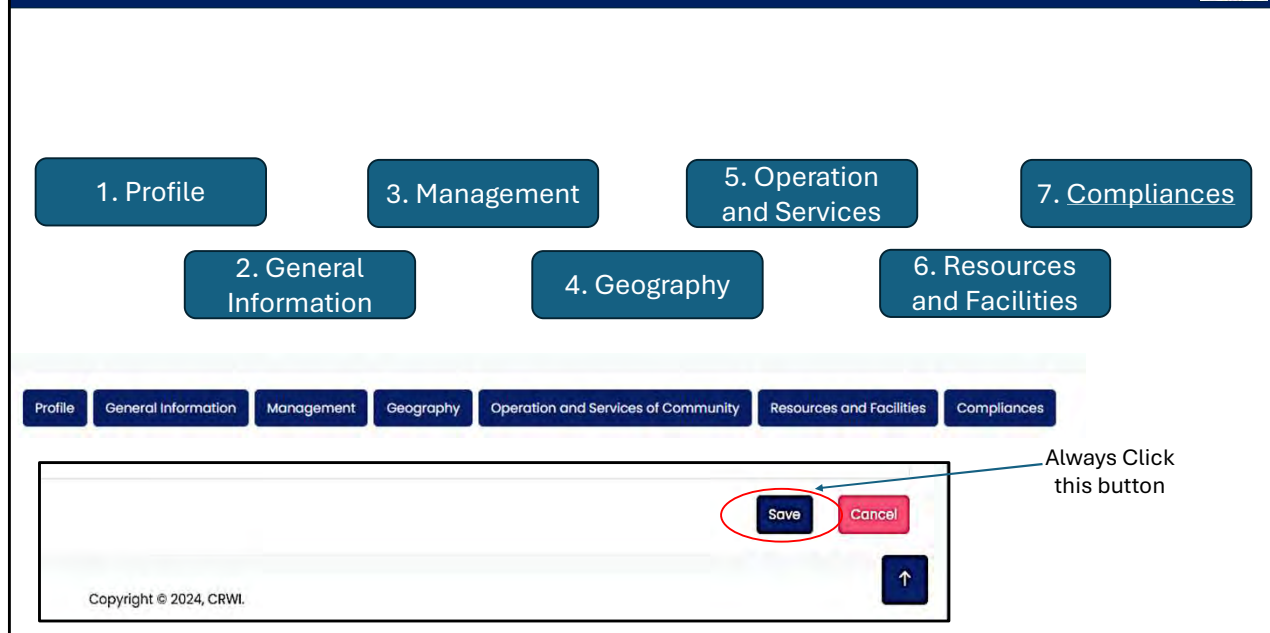
View Details

Edit Button

Approve after Authentication

- When the INDIVIDUALS Starts registering, the community can see the request of INDIVIDUAL after login and Clicking the INDIVIDUAL List under Lists.
- Now the 3 Icons will Start appearing. The **ORANGE ICON** is for Approval or Rejection
- When APPROVED, the Individual becomes **ACTIVE** as shown by **Label 4** else it will remain **DE-ACTIVE** as shown by **Label 3**
- Individuals who have not registered , **NO ICONS** will appear
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Community)



- There are **SEVEN** tabs
- Each tab has **SPECIFIC SECTIONS**.
- These are explained further
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it
- At the end of the last tab i.e. COMPLIANCES there is a **SUBMIT** button. Click it submit the entire information to transfer in the SERVER

The MIS Design (Community)



1



Contact No.: 9334058693

Email ID: abcd@gmail.com

Website:

Address:

Role: Community

Congregation CRI Code: CRITEST

Congregation Name: CONFERENCE OF RELIGIOUS WOMEN INDIA TEST

Congregation Abbreviation : CRITEST

Congregation CRWI Code : cong-1

Province Full Name: West Bengal

Province CRWI Code: Cong-1/P15

Community Full Name: Asansol

Community CRWI Code: cong-1/P15/CT

Logo

2

Profile

General Information

Management

Geography

Operation and Services of Community

Resources and Facilities

Compliances

- This This information will appear based on the registration done. **See Pic 1**
- The **Logo** of the Province will be the same that what is uploaded by Congregation
- On Community Login, Two Additional Information will be displayed that what is not in the Congregation Page or in the Province Page. One is **Community Full Name** and the Other is **CRWI Community Code**
- The basic details are captured from the registration page
- The Tabs shown in Pic 2 are the different sections for information collection. Click the Tabs Accordingly.
- It is not necessary to fill the entire thing in one go or in a sequential manner. One can Start from anywhere.
- The contents of the tabs for **COMMUNITY** is similar to **PROVINCE**. **Refer Pages 86 to 114**
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it



INDIVIDUAL REGISTRATION AND LOGIN

The MIS Design (Individual)



Visit the Web

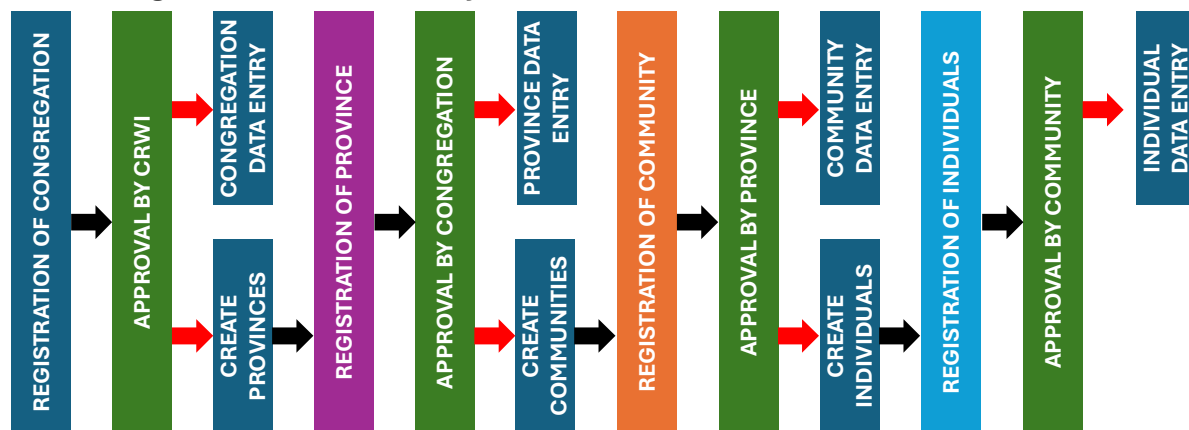


<https://mis.crwi.org.in/>

The MIS Design (Individual)



Flow of Registration and Data Entry



- First every Congregation has to Register then only Provinces can Register, then Communities and then Finally the Individuals.
- CONGREGATION Names are pre fed in Database as currently in the CRI Directory. Congregations can Register. CRWI will approve it
- On Approval Congregations can Login and create their Provinces and simultaneously do their data entry
- Provinces can Register. CONGREGATION will approve it
- On Approval Provinces can Login and create their Communities and simultaneously do their data entry
- Communities can Register. PROVINCE will approve it
- On Approval Communities can Login and create their Individuals and simultaneously do their data entry
- Now Individual can Register and do their Individual Data Entry

The MIS Design (Individual)



SUGGESTIONS AND ADVICE

- This system runs on unique Phone Number or Email ID
- Have a distinct Email id for Congregation, Province, Community and Individual. *Advised is create a distinct Email Id for Congregation, Province and Community if you do not have till now. Record it and keep it safe. Pass it on to the next person who comes in-charge of the Institution. Also create an Individual Id for individual if you do not have*
- Have a distinct Phone Number for Congregation, Province, Community and Individual. *Advised is have a distinct Phone Number for Congregation, Province and Community if you do not have it till now. Keep it safe. Pass it on to the next person who comes in-charge of the Institution. For Individual if you have it then Great. If yo do not but can have it, then go for it. If you cannot have it at all then use random 10 digit phone number (but should not have been used in the system by anyone, elsewhere. There will be limitations also. If tomorrow when the system runs the OTP system to intimate or use it for Login or Forgot Password, then the individual cannot use it)*
- Use a pattern in your data Entry. If you are using CAPs then use it everywhere and every time. For e.g. SR. ROSE then use the same pattern for next. SR. MOLLY and not Sr. Molly. Or if you are using Sr. Molly then use the same pattern for Sr. Rose. Similarly if you are creating Provinces, follow a pattern. When you write Eastern Province use the same for Western Province and not WESTERN PROVINCE or ABC Western Province (ABC is Congregation name. Not used while writing Eastern Province but used while Writing Western Province)
- When Creating Communities, Write the location after the community. For e.g. Little Angels School, Patna (Patna is the location) or if there are two communities in the same location write **Little Angels, Kurji, Patna** and **Little Angels Patliputra, Patna**

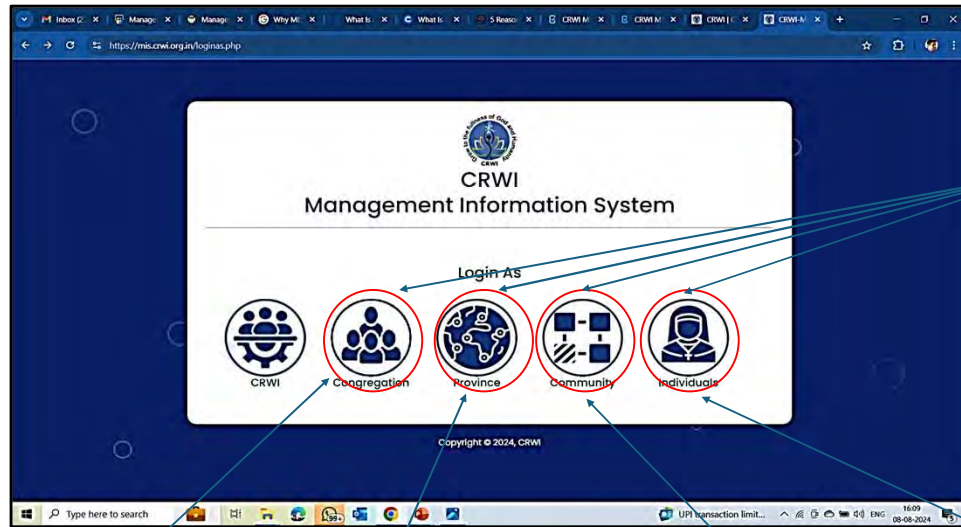
The MIS Design (Individual)



SUGGESTIONS AND ADVICE

- Sometimes there is Browser Problem. You may be using Google Chrome and even after entry or saving, Data may not reflect. Change from Chrome to EDGE (Explorer) or Opera or any other browser and vice versa. Sometimes there is a problem of CACHE.
- Ensure that you **Activate** the **User** at the next level when Registration is done by them. Else they will not be able to proceed.
- Call you next higher level if you have done your registration and approval is not given

The MIS Design (Individual)



Congregation

Province

Community

Individual

- The system has 5 **modules: CRWI, CONGREGATION, PROVINCE, COMMUNITY AND INDIVIDUAL**
- Click on any of the 5 icons depending upon you level of data to be entered
- One has to start with the Registration of the **Congregation first**. Then only the provinces will be linked to Congregation, Communities to the provinces and finally, Individuals to the community
- This page will appear if you are visiting for the first time for **Registration or Login**
- So, to start with, one has to **REGISTER** the **CONGREGATION FIRST**. Ask your Congregation to Register. If your Congregation has already registered, then ask them to create the Province/s. If they have created the **PROVINCES**, then the Provinces can start their registration
- Once the **PROVINCES** have registered they can create their **COMMUNITIES**.
- Once the **COMMUNITY** is Registered then they can create **INDIVIDUALS**
- To start **INDIVIDUAL** registration, click the **INDIVIDUAL** icon
- See the next page for **REGISTRATION** of **INDIVIDUAL**

The MIS Design (Individual)



Register or Login

Individuals Login

Login Register

Select Congregation --

Select Province --

Select Community --

Select Individual --

Full Name

Mobile Number

Email ID

projecthead@crwi.org.in

Password

Confirm Password

Cancel Register

Click to Register

Prefilled in Congregation names, Province name and Community name and Individual Name

- For First time users and for **REGISTRATION** of **INDIVIDUAL**, this will appear
- **Prefilled** in Congregation names, Provinces, Communities and Individuals under particular province created by your congregation will appear as per the **CRI Code**. There is a possibility of mismatch in name or Code. Proceed with Registration now but do send the actual Name with correct spelling to CRWI/ Congregation to make changes from the backend.
 - Similarly for Individual Registration, prefilled Individual Name/s will appear as created by you community
- Automatically the **ABBREVIATION** and **CRI CODE** will be picked up. There is a possibility of mismatch. Proceed with Registration now but do send the actual Abbreviation and CRI Code with correct spelling to CRWI/ Congregation/ to make changes from the backend
- Enter your **PERSONAL EMAIL ID** and **PERSONAL PHONE NUMBER** **[AVOID INSTITUTIONAL PHONE NUMBER OR INSTITUTIONAL EMAIL ID]** that will be used to authenticate you (Use email ids and phone numbers which are personal). If
 - In the Case any INDIVIDUAL who does not have personal email id or personal phone number then the following is to be done. Community Superior creates one email id for the individual, records it and keeps it safe for future reference.
 - For Phone number if the person can get a new number then its fine, else

randomly put 10 digit phone number for time being. Do keep record of it.
Which individual has been given which number for easy reference

The MIS Design (Individual)



Register or Login

Individuals Login

Login Register

Select Congregation --

Select Province --

Select Community --

Select Individual --

Full Name

Mobile Number

Email ID

password

confirm password

Cancel Register

Click to Register

Prefilled in Congregation names, Province name and Community name and Individual Name

- Enter your desired **PASSWORD** and the same password in the **CONFIRM PASSWORD** Box.
- Click **Register**.
- A success message will appear, and **COMMUNITY** will be notified via email to approve the registration.
- An **EMAIL** will be also be sent to CRWI of your Registration request
- **COMMUNITY** will **Authenticate** this request and provide approval. The next page explains the approval and rejection process..

The MIS Design (Province)



Forgot Password

1

2

3

5

4

Province List

#	CRW Code	Congregation	Congregation CRWI Code	Province Full Name	Province CRWI Code	Province Mobile No.	Status	Action
1.	CRITEST	CONFERENCE OF RELIGIOUS WOMEN INDIA TEST-CRITEST(CRITEST)	ccong-1	West Bengal	Cong-UP16	9334050692	Active	

6

Reset from here

- If you forgot your password, then click FORGOT PASSWORD as shown in **picture 1**
- A menu as shown in **picture 2** will appear
- Enter your **EMAIL ID** used for registration.
- Then Click **RESET**
- Email will be sent to registered email id to change password. **See Picture 3**
- Mail received in registered mail id. **See Picture 4**
- Reset the password. Re-Confirm the Password **See Picture 5**
- **IN CASE** the mail is not functioning, then call COMMUNITY and ask them to **RESET. COMMUNITY CAN RESET INDIVIDUAL PASSWORD.** See Pic 4
- If login email id or phone number is to be changed (can only change if there are no such email id or phone number in database), then COMMUNITY can do for INDIVIDUAL. See the next page

The MIS Design (Individual)



Community can codify Individual login and password

1

Update Details

Name
West Bengal

Email ID
jivansj@hotmail.com

Mobile No.
9334058692

New Password
Enter Password

Update Close

- As shown in **Pic 1**, Provinces can change the login details and passwords on request
- Once the change is done Update button is to be clicked and changes are to be intimated to Community/s

The MIS Design (Individual)



Login

Individual

CRWI
Management Information
System

Individuals Login

[Login](#) [Register](#)

Mobile Number / Email ID

Enter your mobile no.

Password

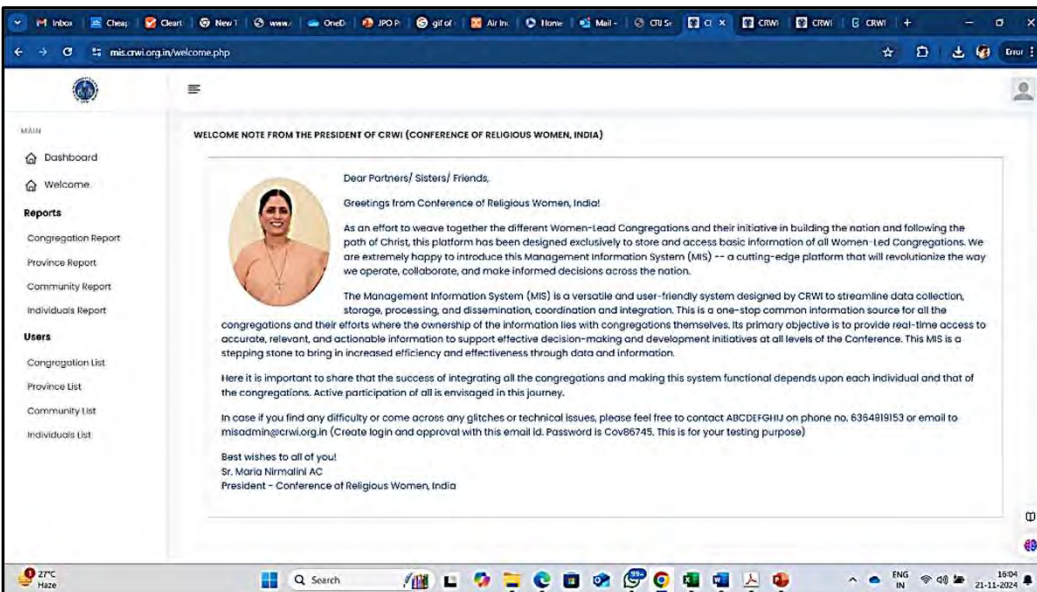
Sign In

[Forgot password?](#)

Click Login

- Now Individual can login
- Click the **LOGIN**
- **USERNAME** i.e. the email id or the phone number used for registration or changed by Province will be asked. Fill it
- Enter your password used during Registration.
- Click **SIGN** in to proceed

The MIS Design (Individual)



- This **WELCOME NOTE** page will appear when you successfully login from your credentials

The MIS Design (Individual)



1

Name: JULIUS


 Contact No.: 9334050694
 Email ID: jivans00@gmail.com
 Website:
 Address:
 Role: individuals

Congregation CRW Code: CRITEST
 Congregation Name: CONFERENCE OF RELIGIOUS WOMEN INDIA TEST
 Congregation Abbreviation: CRITEST
 Congregation CRWI Code: cong - I
 Province Full Name: West Bengal
 Province CRWI Code: Cong-I/PIS
 Community Full Name: Asansol
 Community CRW Code: Cong-I/PIS/C1
 Individual Full Name: JULIUS
 Individual CRWI Code: cong-I/PIS/C1/R

Profile Natural Journey Educational Journey Vocational Journey Professional Journey Identification and Health Journey

Logo

Profile Picture

2

Profile Natural Journey Educational Journey Vocational Journey Professional Journey Identification and Health Journey

- This information will appear based on the registration done. **See Pic 1**
- The **Logo** of the Province will be the same that what is uploaded by Congregation
- On Individual Login, Two Additional Information will be displayed that what is not in the Congregation Page or in the Province Page or in the Community Page. One is **Individual's Full Name** and the Other is **CRWI Individual Code**
- This **CRWI Individual Code** is unique to every individual and will not be repeated or allocated to any other Religious Sister in this country
- The basic details are captured from the registration page
- The Tabs shown in **Pic 2** are the different sections for information collection. Click the Tabs Accordingly.
- It is not necessary to fill the entire thing in one go or in a sequential manner. One can Start from anywhere.
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Individual)



Profile

Individuals Profile – JULIUS

Name of Sister	JULIUS	1
Phone Number of Sister	9334058694	2
Email id of Sister	jivansj001@gmail.com	3
Current Address of Sister	Address	
Id Proof Number (Preferably Aadhar)	Id proof	
Profile Picture of Sister	Choose File No file chosen	4

DATA INPUT DONE BY

This data is being entered by

5 ☒ Self 6 ☐ On behalf of

Name of the person entering data	Name of the person entering data
Phone Number of the person entering data	Phone Number of the person entering data
Email id of the person entering data	Email id of the person entering data
Designation	
Place	

Profile Picture

☐ I acknowledge that all information of the Sister provided here is done after consultation and on collection of available information. I take the complete responsibility and accountability of all the info entered, provided here on behalf of this concerned Sister and is done only after due approval from my Province Head

Save Cancel

- In the **PROFILE TAB**, information depicted by **Label 1, 2, 3** will automatically be depicted as per registration
- Click **CHOOSE FILE TO UPLOAD YOUR PROFILE PICTURE**. Shown by **Label 4**. Browse you computer or mobile, select a photo of yours, and upload it
- Under **DATA INPUT DONE By**, either of the radio button is to be selected. If the Individual is doing for self then click **SELF**. If someone else fills it then click **ON BEHALF OF**. See **Label 5 and 6**
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Individual)



Natural Journey

Natural Journey - JULIUS

General Information of JULIUS

- First Name as per certificate
- Middle Name as per certificate
- Surname as per certificate
- Religious Name of Sister
- Date of Birth as per certificate/ AADHAR
- Place of Birth
- City/ Town/ Village
- Country
- State
- City/ District
- Contact no
- Email id

GENERAL INFORMATION OF JULIUS	
First Name as per certificate	First Name
Middle Name as per certificate	Middle Name
Surname as per certificate	Surname
Religious Name of Sister	Religious Name
Date of Birth as per certificate/ AADHAR	DD/MM/YY
Place of Birth	Place of Birth
City/ Town/ Village	City Town Village
Country	Select Country
State	Select State
City/ District	Select City
Contact no	Enter your mobile no.
Email id	

- Fill Information
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Individual)



Natural Journey

- Social Category
- Specify the Caste/ Tribe as per you Home State
- Mother Tongue
- Language Known 1
- Language Known 2
- Language Known 3
- Language Known 4

Social Category	☐ Scheduled Caste ☐ Scheduled Tribe ☐ OBC/BC ☐ EBC ☐ General ☐ Others ☐ Prefer not to say
	Write your cast
Specify the Caste/ Tribe as per you Home State	Cast/Tribe as per Home State
Mother Tongue 1	Mother Tongue 1
Mother Tongue 2	Mother Tongue 2
Mother Tongue 3	Mother Tongue 3
Mother Tongue 4	Mother Tongue 4
Mother Tongue 5	Mother Tongue 5

- Fill Information
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Individual)



Educational Journey

Education Qualification

- Matriculation/SSLC/Board exam
- PU/+2/ Intermediate/Pre-University
- Specialization if (PU/+2/ Intermediate/Pre-University)
- Bachelor's degree
- Specialization if (Bachelor's degree)
- Master's Degree / Postgraduation Studies
- Specialization if (Master's Degree / Postgraduation Studies)
- M.Phil/ Doctoral Degree/PhD
- Specialization if (M.Phil./ Doctoral Degree/PhD)

EDUCATION QUALIFICATION	
Matriculation/SSLC/board exam	☐
PU/+2/ Intermediate/Pre-University	☐
Specialization if (PU/+2/ Intermediate/Pre-University)	Specialization if (PU/+2/ Intermediate/Pre-University)
Bachelor's degree	☐
Specialization if (Bachelor's degree)	Specialization if (Bachelor's degree)
Master's Degree / Postgraduation Studies	☐
Specialization if (Master's Degree / Postgraduation Studies)	Specialization if (Master's Degree / Postgraduation Studies)
M.Phil/ Doctoral Degree/PhD	☐
Specialization if (M.Phil/ Doctoral Degree/PhD)	Specialization if (M.Phil/ Doctoral Degree/PhD)

- Fill Information
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Individual)



Educational Journey

Professional Qualification

- Applied Arts
- Art
- Business Accounting and Taxation
- Chartered accountant
- Design
- Digital marketing
- Architecture
- Engineering
- Education
- Fine Arts
- Interior Architecture
- Law

PROFESSIONAL QUALIFICATION	
Applied Arts	☐
Art	☐
Business Accounting and Taxation	☐
Chartered accountant	☐
Design	☐
Digital marketing	☐
Architecture	☐
Engineering	☐
Education	☐
Fine Arts	☐
Interior Architecture	☐
Law	☐

- Fill Information
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Individual)



Educational Journey

- Master of Business Administration
- Masters in Artificial Intelligence
- MBA
- MCA
- Medicine
- M. Tech
- Midwifery
- Nursing
- PGDM
- Rural Management
- Others
- Specify

Master of Business Administration	☐
Masters in Artificial Intelligence	☐
MBA	☐
MCA	☐
Medicine	☐
M. Tech	☐
Midwifery	☐
Nursing	☐
PGDM	☐
Rural Management	☐
Others	☐
Specify	Specialization if Any

- Fill Information
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Individual)



Educational Journey

Technical Qualification

- Apprenticeship
- Polytechnic
- ITI
- Others
- Specify

TECHNICAL QUALIFICATION	
Apprenticeship	☐
Polytechnic	☐
ITI	☐
Others	☐
Specify	Specialization if Any

- Fill Information
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Individual)



Vocational Journey

Initial Formation

- Postulancy
- Novitiate
- First Commitment
- Perpetual Profession
- Silver jubilee
- Golden jubilee
- Diamond Jubilee
- Platinum Jubilee

Vocational Journey - JULIUS

Initial Formation		
POSTULANCY	☐	DD/MM/YY
NOVIATE	☐	DD/MM/YY
FIRST COMMITMENT	☐	DD/MM/YY
PERPETUAL PROFESSION	☐	DD/MM/YY
SILVER JUBILEE	☐	DD/MM/YY
GOLDEN JUBILEE	☐	DD/MM/YY
DIAMOND JUBILEE	☐	DD/MM/YY
PLATINUM JUBILEE	☐	DD/MM/YY

- Fill Information
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Individual)



Vocational Journey

Initial Formation

- Diploma In Philosophy
- Formation Studies
- Bachelors in philosophy
- Diploma In Theology
- Bachelors in Theology
- Masters in Theology
- Canonist
- Psychologist
- Any other Qualification
- Specify

Religious Studies	
DIPLOMA IN PHILOSOPHY	☐
FORMATION STUDIES	☐
BACHELORS IN PHILOSOPHY	☐
DIPLOMA IN THEOLOGY	☐
BACHELORS IN THEOLOGY	☐
MASTERS IN THEOLOGY	☐
CANONIST	☐
PSYCHOLOGIST	☐
ANY OTHER QUALIFICATION	☐
SPECIFY	

- Fill Information
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Individual)



Professional Journey

Skills Information

- Area of interest 1
- Area of interest 2
- Area of interest 3
- Area of interest 4

Skills Information	
Area of Interest 1	Research
Area of Interest 2	Area of Interest
Area of Interest 3	Area of Interest
Area of Interest 4	Area of Interest

- Fill Information
- There is a **SAVE** tab at the bottom. Always click this at intervals to save your and avoid losing it

The MIS Design (Individual)



Professional Journey

1

INSTITUTIONS SERVED LIST

#	Institutions Served	Capacity	From Year	To Year
No record found.				

Click Here to Add

2

Institutions Served Details

Institutions Served

Capacity

Enter Patron/ Patroness:

From Year

To Year

Save Cancel

- Fill Information
- Click the **Green Tab ADD INSTUTIONS SERVED**
- A Pop-up will appear **See Pic 2**
- Enter the details and **Save**
- One can add the different Institutions Served, in Chronological Order

The MIS Design (Individual)



Professional Journey

1

ACHIEVEMENTS/AWARDS LIST

#	Achievements/Awards Name	Type Of Award	Year
No record found.			

Click Here to Add

2

Achievements/Awards Details

Achievements/Awards Name

Achievements/Awards Name

Type of Award

Type of award

Year

Save Close

- Fill Information
- Click the **Green Tab ADD ACHIEVEMENTS**
- A Pop-up will appear **See Pic 2**
- Enter the details and **Save**
- One can add the different Achievements received in Chronological Order

The MIS Design (Individual)



Identification and Health Journey

Health Status

- Illness
- Cancer
- Cardiac Problem
- Kidney Failure
- Coma
- Paralysis (Loss of Use of Limbs)
- Blindness (Loss of Sight)
- Deafness (Loss of Hearing)
- Loss of Speech
- Multiple Sclerosis

HEALTH STATUS		
Illness	Yes (Tick Mark if Yes)	Since
CANCER	☐	DD/MM/YY
CARDIAC PROBLEM	☐	DD/MM/YY
KIDNEY FAILURE	☐	DD/MM/YY
COMA	☐	DD/MM/YY
PARALYSIS (LOSS OF USE OF LIMBS)	☐	DD/MM/YY
BLINDNESS (LOSS OF SIGHT)	☐	DD/MM/YY
DEAFNESS (LOSS OF HEARING)	☐	DD/MM/YY
LOSS OF SPEECH	☐	DD/MM/YY
MULTIPLE SCLEROSIS	☐	DD/MM/YY

- Fill Information
- **Tick** if applicable in the box adjacent to illness
- Write the **date** if you know since when the illness is

The MIS Design (Individual)



Identification and Health Journey

- Fulminant Hepatitis
- Major Organ/Bone Marrow Transplantation
- Primary Pulmonary Hypertension (Blood Pressure)
- Alzheimer's Disease/Severe Dementia
- Major Burns
- HIV Due to Blood Transfusion and Occupationally Acquired HIV
- End Stage Lung Disease
- End Stage Liver Failure
- Muscular Dystrophy
- Parkinson's Disease

FULMINANT HEPATITIS	☐	DD/MM/YY
MAJOR ORGAN/BONE MARROW TRANSPLANTATION	☐	DD/MM/YY
PRIMARY PULMONARY HYPERTENSION (BLOOD PRESSURE)	☐	DD/MM/YY
ALZHEIMER'S DISEASE/SEVERE DEMENTIA	☐	DD/MM/YY
MAJOR BURNS	☐	DD/MM/YY
HIV DUE TO BLOOD TRANSFUSION AND OCCUPATIONALLY ACQUIRED HIV	☐	DD/MM/YY
END STAGE LUNG DISEASE	☐	DD/MM/YY
END STAGE LIVER FAILURE	☐	DD/MM/YY
MUSCULAR DYSTROPHY	☐	DD/MM/YY
PARKINSON'S DISEASE	☐	DD/MM/YY

- Fill Information
- **Tick** if applicable in the box adjacent to illness
- Write the **date** if you know since when the illness is

The MIS Design (Individual)



Identification and Health Journey

- Aplastic Anaemia
- Bacterial Meningitis
- Benign Brain Tumour
- Viral Encephalitis
- Motor Neurone Disease
- Apallic Syndrome
- Major Head Trauma
- Progressive Scleroderma
- Diabetes
- Arthritis/ Spondylosis
- Other

APLASTIC ANAEMIA	☐	dd/mm/yy
BACTERIAL MENINGITIS	☐	dd/mm/yy
BENIGN BRAIN TUMOUR	☐	dd/mm/yy
VIRAL ENCEPHALITIS	☐	dd/mm/yy
MOTOR NEURONE DISEASE	☐	dd/mm/yy
APALIC SYNDROME	☐	dd/mm/yy
MAJOR HEAD TRAUMA	☐	dd/mm/yy
PROGRESSIVE SCLERODERMA	☐	dd/mm/yy
DIABETES	☐	dd/mm/yy
ARTHRITIS/ SPONDYLOSIS	☐	dd/mm/yy
OTHER	☐	dd/mm/yy

- Fill Information
- **Tick** if applicable in the box adjacent to illness
- Write the **date** if you know since when the illness is

The MIS Design (Individual)



Identification and Health Journey

Identity

- Birth Certificate (Statutory)
- AADHAR
- PAN
- Driving License
- Ration Card
- Bank Account
- Passport

Type	Yes (Tick Mark if Yes)
BIRTH CERTIFICATE (STATUTORY)	☐
AADHAR	☐
PAN	☐
DRIVING LICENSE	☐
RATION CARD	☐
BANK ACCOUNT	☐

- Fill Information
- **Tick** if applicable in the box adjacent

The MIS Design (Individual)



Identification and Health Journey

Government Facilities Services Availed

Medical Insurance

Insurance

Old Age Pension

Salary Pension

Government Facilities Services Availed

MEDICAL INSURANCE

☐

INSURANCE

☐

OLD AGE PENSION

☐

SALARY PENSION

☐

- Fill Information
- **Tick** if applicable in the box adjacent



Thank You!